

CONFIDENTIAL

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Subject of the tender procedure:

Consultancy to implement output 2: The access of refugees and host communities to sustainable energy services has improved (Energy Component)

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0. List of Abbreviation

AS	Al-Shabaab
BCC	Behavior Change Campaigns
DRS	Department of Refugee Services (Kenya)
EnDev	Energising Development
ESDS	Energy Solutions for Displacement Settings
EUR	Euro (currency)
FAIDA	Fafi Integrated Development Association
FKM/LZFK	Expert days allocation (Fachexpertentage / Landeszuschlag für Fachkräfte)
GCR	Global Compact on Refugees
GCG	Government Coordination Group
GHG	Greenhouse Gas
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
ICS	Improved Cookstove
JDC	Joint Data Centre on Forced Displacement
KOMP	Cost per output monitoring and forecast
kWp	Kilowatt-peak (unit of installed power capacity)
LoI	Letter of Intent
MEAL	Monitoring, Evaluation, Accountability and Learning
MoEP	Ministry of Energy and Petroleum
MoU	Memorandum of Understanding
ODK	Open Data Kit
PUE	Productive Use of Energy
ProSEET	Promoting Employment and Entrepreneurship in Turkana West
R/HC	Refugee / Host Community
RBF	Results-Based Financing
RBR	Results-Based Reimbursement

READS	Refugee and Energy Access Development Strategy
RRDO	Relief, Reconstruction and Development Organisation
SRMO	Security Risk Management Office
SME	Small and Medium-Sized Enterprises
TCG	Turkana County Government
TWG	Technical Working Group
ToRs	Terms of Reference
UNHCR	United Nations High Commission for Refugees
PAYG	Pay-As-You-Go
PWD	Persons With Disabilities
FGD	Focus Group Discussion
KII	Key Informant Interview

Terms of reference (ToRs) for the procurement of services above the EU threshold

1. Context

Kenya is host to about 835,800 refugees and asylum seekers (UNHCR, December 2025), primarily residing in the Dadaab and Kakuma camps and urban areas like Nairobi. In response to the need for a more sustainable, inclusive, and government-led response, the Government of Kenya launched the **Shirika Plan** in 2025. The plan aims to shift from humanitarian aid to **long-term development-focused integration** of refugees and host communities.

The project “**Support for the implementation of the Shirika Plan to strengthen the socio-economic integration of refugees and host communities in Kenya**” commenced in October 2025 and will run until September 2028. It has been commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ in partnership with United Nations High Commissioner for Refugees (UNHCR) and the Department of Refugee Services (DRS) at the Ministry of Interior and National Administration (MINA).

This project, under the **Special Initiative “Refugees and Host Countries” (SI GA)**, contributes to the implementation of the Shirika Plan. It targets enhanced socio-economic integration, particularly in **Dadaab** and **Kakuma**, with a focus on **livelihood development, employment promotion, and climate-smart solutions**. It aligns with **BMZ core themes- Peace and Social Cohesion** in the Flight and Migration field **Contributing to the core themes of Sustainable Economic Development, Training and Employment and Responsibility for our planet under Climate and Energy**.

The project objective is to ensure that the living conditions of refugees and the population of selected host communities in Kenya are improved in line with the Shirika Plan. It pursues a development- and human rights-oriented as well as gender-sensitive and inclusive approach. By promoting the living conditions of both refugees and vulnerable members of Kenyan host communities, the project supports the **Global Compact on Refugees (GCR)** and fulfils pledges made by the German and Kenyan governments at the **Global Refugee Forums (2019 and 2023)**.

The project specifically promotes an improvement in the employment situation of the target group and thus contributes to the BMZ Country Strategy Kenya "Bringing Youth into Employment, Counteracting Climate Change" (2018-2024) and is in line with the sector-specific BMZ concepts and strategies "Private Sector Development" (2013), "Vocational Education and Training in Development Cooperation" (2012) and the "Integrated Approach to Employment Promotion". It applies a **feminist development policy lens**, is **gender-sensitive**, and promotes **mental health and psychosocial support** in fragile contexts.

The project is implemented as a joint project by UNHCR and GIZ

- i) Output 1: The capacities of the Kenyan government to implement the Shirika Plan have been strengthened (**enabling environment component**). This output is implemented by UNHCR in close collaboration with DRS.
- ii) Output 2: The access of refugees and host communities to sustainable energy services has improved (**Energy Component**). The output will be implemented jointly by GIZ and UNHCR.

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- iii) Output 3: The access of refugees and host communities to skills development and employment promotion services has improved (**TVET component**). This output will be implemented jointly by GIZ and UNHCR.

1.2 Overview of the assignment

Kenya hosts approximately 835,800 refugees and asylum-seekers (as of December 2025), with women comprising roughly 50% of the population and 53% under 18 years of age (UNHCR Kenya Statistics Package, 2025). Most refugees reside in Dadaab (around 406,700) and Kakuma/Kalobeyei (approximately 310,800). When including surrounding host communities, the total population in these areas is estimated at over 1.2 million, although data sources vary (Refworld, 2024; UNHCR, 2023).

These regions are among Kenya's most socioeconomically vulnerable, with high poverty rates, limited access to basic services, and underdeveloped infrastructure (KNBS, 2016; World Bank & UNHCR, 2019). Refugees and host-community members often rely on informal livelihoods, such as petty trade, construction, and craftwork. Employment rates are low, with local surveys suggesting roughly 40% in Turkana and 30% in Garissa. Women and persons with disabilities face additional barriers to economic participation, including limited mobility, caregiving responsibilities, and exclusion from vocational training and formal employment (JDC, 2018; UNHCR & World Bank, 2019).

Energy access in Kenya's refugee settlements is severely limited. Only about 14% of refugees use modern electricity, far below the national average of 75% (IFC / Ipsos, 2022; KNBS / World Bank, 2021). In Dadaab, only 5.2% of households are connected to the public mini-grid, while in Kalobeyei, around 24% of households are connected to a privately operated mini-grid (IFC / Ipsos, 2022; UNHCR, 2023). Households and small businesses frequently rely on diesel generators, particularly micro-enterprises requiring reliable power (EnDev / UNHCR, 2021).

For cooking, the vast majority of households rely on biomass fuels such as firewood and charcoal: up to 98% in Dadaab and approximately 92% in Kakuma and Kalobeyei (UNHCR, 2023; IFC, 2022). Heavy biomass dependence contributes to environmental degradation, safety and protection risks—especially for women and girls collecting fuel—and may exacerbate resource conflicts over land, water, and fuel between refugees and host communities (IFC, 2022; Humanitarian Energy Network, 2021).

Limited access to electricity also constrains economic activity, including digital connectivity, household productivity, and micro-enterprise operations. Energy scarcity contributes to lower economic self-sufficiency for both refugees and host-community members and may increase social tensions, particularly where host communities perceive refugees as receiving disproportionate support.

The Shirika Plan aims to integrate refugees with host communities through sustainable livelihoods, skills development, and improved local systems. To strengthen the access to improved or modern energy services for refugees and members of host communities, the project will focus on supporting and facilitating market-based approaches for the promotion of climate friendly cooking technologies, the provision of a sustainable electricity supply and the promotion of productive use of energy. The measures to be undertaken include conducting market analysis to understand energy demand and user preferences, enhancing and professionalizing local cookstove production centers, and introducing *results-based* incentives

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and/or *reimbursements* to stimulate private sector to enhance promotion and distribution mechanisms to scale adoption of solar, climate friendly cooking and alternative fuel technologies by refugees and host communities. The project will support companies that manufacture, distribute or store energy products, such as suppliers of PUEs, cookstoves or solar home systems, as well as access to finance actors and developers/operators of mini grids that provide electricity services.

The project aims to enhance the capacity of selected private sector actors with demonstrated potential for market transformation. This will be complemented by political lobbying for public grid infrastructure expansion and coordination with the Ministry of Energy and Petroleum and relevant energy agencies for inclusion of refugees in the implementation of national electrification and cooking strategies. The planned measures build on the experience of the BMZ funded Energy Solutions for Displacement Settings (ESDS) project (which ended in December 2024) and EnDev, which strengthens the cost-effectiveness of the approach. This will serve as levers for socio-economic development in the course of which the living conditions of refugees and residents of host communities improve.

1.3 Geographic Focus and Participation Approach

The assignment will be implemented across Kenya's two main refugee-host community settlement areas:

- Kakuma and Kalobeyi (Turkana County)
- Dadaab (Garissa County)

These geographic areas have distinct settlement characteristics, market conditions, population profiles, and energy infrastructure levels. Implementation approaches must therefore be tailored to the specific needs of both refugees and host communities in each location.

2 Tasks to be performed by the contractor

2.1 Term

The expected term of the service contract is specified in the "Special Terms and Conditions." The final term and performance period will be specified in the award letter.

2.2 Objectives, target Group, indicators, work packages, milestones

The Consultant is responsible for achieving the objectives and indicators shown below related to Output 2 (KOMP 2) of the project i.e. **Strengthening access of refugees and host communities to improved and modern energy services through a market-based approach.**

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All deliverables under this contract must be prepared and submitted in English. Community-facing materials will be translated into Swahili and other relevant local languages for Dadaab by the contractor where necessary.

2.2.1 Module Objective:

The module aims to strengthen the access to improved or modern energy services for refugees and members of host communities. The objective is to expand sustainable energy access, diversify supply through businesses and production centres, and enable socio-economic development and resilience in displacement settings.

2.2.2 Target Group

The primary beneficiaries are refugees and host community members in Garissa and Turkana counties, with a focus on women, youth, and persons with disabilities. In December 2025 Kakuma and Kalobeyei hosts 310,755 refugees, while Dadaab hosts 406,735. According to the UNHCR Kenya Operational Update from Mar,2025 Women and children make up three quarters of the refugee population. Vulnerable groups, especially those with disabilities remain significantly underrepresented in education, income, and service access.

2.2.3 Output Indicators:

Output indicator 2.1

Number of refugees and members of the host community (including women) with access to improved or modern energy supply.

Baseline value: 75,189 people (Kakuma/Kalobeyei) (03/2025); 53,000 people (Dadaab) (12/2024) no disaggregated data available

Target value: 90,113 refugees, 60.076 members of host communities, of which 30% are women (09/2028)

Output indicator 2.2.

Number of businesses offering services or products in supply chains of sustainable electricity and modern cooking in displacement settings, including those which are women-led or owned.

Baseline value: 139 businesses (Kakuma) (03/2025); 22 businesses (Dadaab) (12/2024)

Target value: 151 businesses (Kakuma) and 32 businesses (Dadaab), of which 30% are women-led or owned (09/2028)

To support the achievement of these objectives, the assignment includes the implementation of local contributions, comprising small grants and a Results-Based Reimbursement (RBR) mechanism. These instruments will be used to incentivize market actors, strengthen energy enterprises, and accelerate the uptake of improved and modern energy solutions among refugees and host communities.

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The contractor is responsible for implementing the following work packages and achieving the corresponding milestones.

Work Package 1 – Establishment of a Results-Based financing scheme (RBF) (e.g. Result base reimbursements (RBR), result based subsidies/incentives etc.)

This work package will draw on the findings of a comprehensive market needs analysis covering household and enterprise energy demand, consumer preferences, affordability and willingness-to-pay, supply chain structures for clean cooking and electricity solutions, and the enabling policy and regulatory environment in Dadaab, Kakuma, Kalobeyei, and surrounding host communities. The design of the Results-Based Financing (RBF) scheme will be directly informed by identified market gaps, supply chain bottlenecks, and barriers to adoption especially for vulnerable groups such as women, youth, and persons with disabilities as well as opportunities for private sector engagement across clean cooking, electricity access, and productive use of energy (PUE). Furthermore, insights on viable business models, financing mechanisms, and demand-side constraints generated in the analysis will guide the structuring of incentives, targeting approaches, and verification mechanisms under this work package. The comprehensive market analysis findings will be shared with the consultant at the start of the project.

For Dadaab two RBR windows will be implemented, one will be targeting last mile distributors of cooking fuels and technologies while the other one will be targeting private developers in pilot of a solar mini-grid. The scheme should aim to support manufacturers, distributors, and financial intermediaries to establish business operations in the refugee locations, ramp up last mile distribution and enhance end user financing for improved stoves, alternative fuels, productive use of energy (PUE) appliances and solar technologies to refugees and the host communities. Additionally, the scheme should also enhance affordability of the technologies by considering incentives for the demand side particularly persons with disabilities, women, youth and other vulnerable groups. The scheme should also create result-based incentives such as cost reimbursements, awareness creation support, end user price subsidies etc. targeting market actors implementing market-based approaches to enhance adoption and sustained promotion initiatives. Result-based incentives and technical support should only be made to pre-selected and contracted sector actors who have demonstrated capacity and paid out only upon verification of achievement of pre-agreed number of end users adopting eligible appliances.

To operationalize the scheme, it is expected that the consultant will explore potential partnerships and business models with local commercial financiers and organizations already present in the targeted markets, for example Equity bank, Inkomoko, KCB, FalDA, RRDO, etc. for purposes of long-term sustainability in unlocking of access to financing by last mile entrepreneurs.

Key Tasks:

1. Design the Result based scheme

- Review of past result-based financing schemes that have been applied to scale up energy access locally, nationally and regionally, especially in remote, off-grid and refugee locations. Understand the technicalities and special needs of displaced contexts and draw on best practices.

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- Conduct stakeholder consultations with humanitarian actors, private sector, financial institutions, and communities.
- 2. Define eligibility criteria for companies** (cookstoves, fuels mini-grids, suppliers) and end users. Establish performance indicators (e.g. number of units sold, households reached, etc.). Design and operationalise an RBR mechanism to support private-sector investment in a 50kWp pilot mini-grid and results-based incentives for alternative cooking technologies for last mile entrepreneurs. Propose verification and monitoring protocol and systems.
- 3. Operationalise the scheme**
 - Launch call for applications, screen applicants and select participating companies for cookstoves, solar and alternative fuels.
 - Launch a call for applications for the mini grid, evaluate proposals and support selection of a developer.
 - Onboard and provide capacity building to selected firms (business modelling, compliance, reporting systems etc).
 - Facilitate linkages with commercial financiers for long-term sustainability.
 - Conduct monitoring and verification of sales/adoption, enterprise connections, revenue performance and GHG reduction
 - Disburse incentives, reimbursements etc. to firms meeting agreed targets based on verified results.
 - Continuously monitor progress and collect information and data for documenting success and impact stories.
- 4. Report on RBR implementation and recommendations for scale-up delivered.**
 - Conduct mid-term review and refine mechanism as needed.
 - Periodic reports on performance from the developer and last mile entrepreneurs
 - Conduct mid-term review and refine mechanism as needed
 - Conduct an end-term review, document lessons learnt and case studies.
 - Deliver final report with recommendations and scale-up roadmap.
 - Develop for publishing learnings, success and impact stories on energy access in displaced settings

Milestones for Work Package 1	Delivery time
Design of a Result based scheme and implementation framework completed and validated	4 weeks after the award of the contract
Monitoring and Verification systems and protocol/manual finalised	8 weeks after the award of the contract
RBR scheme for 50kWp mini-grid in Dadaab and for the last mile entrepreneurs on improved cooking technologies designed	Week 16 after the award of contract
RBF Scheme for the 50kWp mini-grid and last mile entrepreneurs launched (Criteria agreed, call issued)	Week 20 after the award of the contract

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Call for applications, shortlisting and contracting of companies	Week 24 after the award of the contract for contracting
Pilot mini-grid construction contract award	Week 26 after the award of the contract for construction
Commissioning and initial operations launched	Week 34 after the award of the contract
Operationalisation, reporting, verification and incentives/disbursements payouts	Week 74 after the award of the contract for operationalisation
Submission of final report on implementation, documentation of impact stories, learnings, and recommendations for scale-up delivered	Week 80 after the award of the contract

Work Package 2: Technical Support for Energy Enterprises (Mini-Grids, PUE, Cookstove Production Centres and Alternative Fuels)

This work package will focus on providing tailored technical, business, and operational support to energy enterprises serving refugee and host communities. The aim is to strengthen local supply chains, professionalize production centres, promote clean and sustainable fuels, and improve the viability of decentralized energy solutions. The support will cover:

- Local cookstove production centres to improve quality, efficiency, and distribution capacity and the mini-grid in Dadaab.
- Companies supplying and promoting productive use of energy (PUE) technologies (e.g. milling, refrigeration, welding, digital services).
- Enterprises engaged in the production, distribution, and marketing of alternative fuels (e.g. briquettes, pellets and ethanol).

Key Tasks

1. Feasibility and Planning (Dadaab)

- Conduct feasibility studies for viable electrification measures (stand-alone systems for institutions, mini-grids, hybrid options).
- Develop technical designs, system sizing, and viable business models tailored to the Dadaab context.
- Identify financing options and potential partnerships with private developers and government.

2. Professionalisation-Last mile entrepreneurs of Cookstove Production Centres

- Provide technical training on improved stove design, efficiency, and quality control.
- Introduce standardisation processes and tools for durability testing.
- Support business formalisation, marketing strategies, and linkages to financing.
- Facilitate integration of alternative fuel-compatible stove models to expand user options.
- Provision of professionalization tools to scale up operations.

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- Strengthening distribution networks through retailer recruitment and inventory management coaching both in the refugees and host community setting.

3. Promotion of Productive Use of Energy (PUE)

- Develop and implement a strategy to promote PUE appliances and services including conducting awareness campaigns highlighting the benefits of PUE for livelihoods and resilience.
- Support local entrepreneurs and SMEs with technical guidance on PUE technologies and business models suitable.
- Facilitate access to financing for enterprises adopting PUE solutions.

4. Support for Alternative Fuels Market Development

- Utilize the findings and recommendations from the market needs assessment to guide analysis of consumer preferences, affordability, and fuel supply chain dynamic.
- Support enterprises promoting alternative cooking fuels (e.g. briquettes, biochar from *Prosopis juliflora*, bioethanol) and e-cooking technologies through capacity building and business advisory.
- Strengthen distribution networks, stockists, and installers to upscale last-mile supply.
- Tailor and implement BCC and awareness campaigns on modern cooking technologies and fuels.
- Facilitate establishment of local supply chains and linkages for sustainable production and marketing of alternative fuels.
- Introducing standardized packaging, branding, and quality indicators.

5. Market Systems & Policy Engagement

- Engage county government on licensing, quality standards, and regulatory incentives for clean cooking and fuel enterprises.
- Convene multi-stakeholder roundtables (private sector, government, NGOs, financial institutions) to support a coordinated market ecosystem.
- Promote dialogue on harmonised standards and enabling policies to support clean cooking markets.

Milestones for Work Package 2	Delivery time
Kick-off workshop with stakeholders conducted; inception approach agreed	Week 4 after the award of the contract
Feasibility studies for electrification measures (standalone systems for institutions, mini-grids potential, system sizing, business models) completed and validated	Week 14 after the award of the contract feasibility studies validated
Draft PUE promotion strategy developed and shared	Week 24 after the award of the contract
Cross-cutting BCC and awareness strategy on modern energy solutions (cooking, PUE, mini-grids) developed	Week 24 after the award of the contract strategy developed

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Community sensitization and awareness roll out	Week 28 after the start of the contract
First multi-stakeholder roundtable held.	Week 32 after the award of the contract
Cookstove production centres established and operations commence	Week 34 after the award of the contract
Alternative fuels and e-cooking enterprises supported; supply chain strengthening actions launched	Week 36 after the award of the contract
Distribution of professionalization kits to stove production centres, Upgraded stove production units operational	Week 42 after the award of the contract upgraded stove production units operational
Completion of community sensitization and awareness	Week 74 after the award of the contract
Second multi-stakeholder roundtable held	Week 78 after the award of the contract
Household and enterprise connections established, including PUE enterprises	Week 80 after the award of the contract work completed
Operational performance monitored (connections, revenues, reliability, PUE uptake, GHG reduction, e-cooking uptake)	Week 82 after the award of the contract operational performance monitored completed
Final report on WP2 outputs delivered, including feasibility studies, cookstove centre professionalisation, developer support, PUE campaign results, RBR pilot outcomes, lessons learned, and integration of refugee energy needs into at least two energy strategies	Week 83 after the award of the contract

Work Package 3: Establishment of the Monitoring, Evaluation, Accountability and Learning (MEAL) System

This work package focuses on the design and operationalisation of a Monitoring, Evaluation, Accountability and Learning (MEAL) system to track progress, measure results, and ensure accountability to refugees, host communities, partners, and donors. The MEAL system will generate timely evidence for decision-making, enable adaptive management, and foster continuous learning across the Shirika project. It will integrate gender, youth, and vulnerability-sensitive indicators and establish mechanisms for affected populations to provide feedback, ensuring their voices shape interventions. For this package particular attention should be given to chapter 2.4 on data requirements.

Key Tasks:

1.Design the MEAL system

- Review existing MEAL frameworks and best practices from comparable humanitarian and development programmes.
- Develop a MEAL plan, indicator matrix, and data collection tools aligned with the project logframe and donor requirements in close cooperation with GIZ and aligned with the tools of the other components of the SISI RH project.
- Define data quality assurance protocols, reporting flows, and roles and responsibilities for MEAL implementation.

2.Establish baselines and conduct evaluations-referring to existing data

- Carry out a baseline study to establish reference values for key indicators.
- Conduct midline and endline evaluations to assess project performance, effectiveness, and impact.
- Apply participatory methodologies to capture perspectives of refugees, host communities, and Refugee-Led Organisations (RLOs).

3.Operationalise monitoring and accountability systems

- Deploy digital data collection platforms (e.g. Kobo, ODK) for routine monitoring.
- Train staff, RLOs, and implementing partners in data collection, analysis, and reporting.
- Establish and manage community feedback and complaints mechanisms (helpdesks, hotlines, suggestion boxes), ensuring timely and transparent response.
- Produce quarterly and annual monitoring reports to track performance against targets and inform project steering.
- Monitoring the various work packages

4.Facilitate learning and adaptive management

- Document lessons learned, best practices, and case studies throughout project implementation.
- Organise regular reflection and learning workshops with staff, partners, and communities.
- Produce and disseminate knowledge products (briefs, case studies, learning notes) for donors, policymakers, and other stakeholders.
- Integrate evaluation findings and community feedback into adaptive project management and future programme design.

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Milestones for Work Package 3 for each Lot	Delivery time
MEAL plan and indicator framework completed and validated	12 Weeks after the award of the contract
Baseline study completed and report submitted	Week 18 after the award of the contract
Digital monitoring tools rolled out and operational	Week 24 after the award of the contract
Community feedback and complaints mechanism established	Week 28 after the award of the contract
First quarterly monitoring report delivered)	Week 24 after the award of the contract
Mid-term evaluation report submitted	Week 33 after the award of the contract
Final evaluation and lessons learned report delivered	Week 82 after the award of the contract
Capture lessons learned to inform scaling-up and integration into national energy plans	Week 83 after the award of the project

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the consulting works.

Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

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The contractor plays an active role in the results-based monitoring of the project. Regular monitoring activities must cover at least the following areas:

- Impact monitoring of Output 2 indicators (improved access to modern energy services through market-based approaches, including RBR uptake, strengthened enterprises, and cookstove adoption). Section 3.4 describes which information the bidder should provide for this purpose in its tender and which information will be provided by the project.
- The contractor shall agree on the method for collecting and reporting impact observations with the Client.
- Degree of implementation of activities under Work Packages 1–3
- Status of achievement of the objectives, indicators, and milestones listed in Chapter 2.2 of this ToR
- Effects that have occurred in the contractor's direct sphere of responsibility (e.g. market studies, RBR design, enterprise support, stove centre professionalization)
- Indirect effects outside the contractor's immediate control but influenced by the assignment (e.g. increased uptake of clean energy, new private sector entrants, reduced firewood use). Identification of risks, constraints, and mitigation strategies.
- The contractor shall report to the Client regularly in accordance with the version of the General Terms and Conditions of Contract (GTC) for the provision of services and work on behalf of GIZ applicable to this contract.
- The contractor shall identify, assess, and regularly update risks that may affect the achievement of Output 2 objectives and milestones. Risks must be documented in quarterly notes and interim reports, including proposed mitigation measures.
- All findings, updates, and recommended actions shall be compiled in formal reports submitted to the project management team, ensuring that risks are tracked, monitored, and addressed in a timely manner.

Requirements for company-wide learning, knowledge and innovation:

The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ's separately financed training programmes for junior employees, work in and undertake special tasks for the project.

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff
- Ensuring the flow of information between GIZ, local consultants commissioned by GIZ, other commissioning and implementing agencies and the contractor's field staff
- Process-oriented technical and conceptual steering of the consulting services
- Steering adaptations to changing framework conditions
- Performance monitoring
- Ensuring the administrative management of the project

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- Ensuring compliance with reporting requirements
- Technical support by the contractor's staff for its personnel on the ground
- Making local use of and sharing the lessons learned by the contractor with the GIZ team, local consultants commissioned by GIZ and other implementing bodies

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (sections 1.6. Confidentiality and 1.10 Data protection) apply.

The performance of the contract may involve the processing of personal data by the contractor, such as (but not limited to) household and enterprise survey responses, names, contact information of stakeholders, and business records of participating companies. In such cases, the contractor acts as an independent data controller and must comply with all applicable data protection obligations, including those arising from regional and local laws. The contractor may only process personal data if the intended purpose cannot be achieved without such data. Data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject, must be observed. GIZ is not responsible in any way for such processing.

In cases where the contractor follows the instructions of a GIZ partner (e.g. UNHCR, government entities), the partner is the data controller. The laws and standards applicable to both the partner and the contractor must be observed and implemented.

The contractor must demonstrate an internal data protection policy. GIZ shall be able to verify to what extent the contained measures provide an adequate level of protection. Complementary to that, the recipient is encouraged to adhere to GIZ's Data Protection Guidelines (see Annex Data Privacy Guidelines), a document designed to provide orientation on data protection measures.

The data collection for GIZ M&E must be conducted strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded. Unless explicitly required by GIZ, assessments, reports, surveys, or any other data and information shared with GIZ must be provided strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded. Specifically, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, as well as genetic data, biometric data, or data concerning health or data concerning a natural person's sex life or sexual orientation must only be collected in a strictly anonymous and aggregated manner.

The present assignment might deal with sensitive and confidential information of partners, organisations or companies (information owners). The confidentiality level as well as further protection or restriction measures must be discussed with the respective information owners prior to the collection. The release or disclosure of such information to third parties is only allowed in strict compliance with the need-to-know principle and duly considering the confidentiality level and agreed requirements or restrictions.

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2.5 Other requirements

Safeguards and gender measures with reference to the services

To promote gender equality and to avoid or mitigate possible negative impacts, the contractor is expected to apply the following measures:

- **Gender equality**
The contractor should ensure the meaningful participation of women, men and youth in all project activities. This includes targeted support for women-led businesses, mentorship opportunities, and active steps to remove barriers to participation. All data collected should be sex-disaggregated, and gender considerations should be systematically integrated into planning, implementation and reporting.
- **Environmental protection and climate action**
Environmental sustainability must be integrated into all interventions. Activities in the context of improved cooking are limited to renewable energy technologies. The contractor is expected to promote the responsible use of natural resources, reduce reliance on biomass and contribute to climate change mitigation and adaptation wherever possible.
- **Conflict and context sensitivity**
Activities should be designed and implemented using a conflict-sensitive approach that recognises the specific dynamics in refugee-hosting areas as well as among different refugee groups and in view of the general security situation as outlined in chapter 2.5.1. The contractor should ensure equitable access for both refugees and host communities and work closely with county governments, refugee leadership and local organisations to prevent tensions and strengthen social cohesion. Reported data should be disaggregated by refugees vs host community beneficiaries.
- **Human rights**
All measures must respect the rights of refugees and host communities in accordance with Kenyan law and international standards. No one should be excluded from access to training, employment or energy services on the basis of gender, ethnicity, disability, age or refugee status. Data collection should follow clear standards of consent and confidentiality.
- **Security precautions**
Given that activities will take place in fragile settings, the contractor must follow guidance from the local Security Risk Management Office (SRMO) and comply with agreed safety measures. This includes applying appropriate security protocols for staff and beneficiaries, ensuring safe training venues, and maintaining flexibility to adapt to sudden changes in the security environment.
- **Security Situation**
Garissa's security environment is largely defined by threats of Al-Shabaab (AS) attacks and periodic inter-clan conflict. Al-Shabaab (AS) operates in many remote parts of Garissa, primarily areas near the Somali border and persistently carries out attacks. The threat of the militant activities is highest in Fafi, Liboi (under Dadaab) Hulugho and Ijara. The threat level is particularly high in Fafi, where AS operatives and activities have been sighted in the recent past. Balambala, Lagdera and Garissa Township

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constituencies are generally safe with Balambala and Lagdera having no own history of AS activities. The group often targets security officials, and sometimes civilians such as local administrators, and perceived collaborators with security forces. They also destroy critical infrastructure such as communication masts. Common methods of attacks employed by AS include roadside improvised explosive devices (IEDs), armed assaults on security outposts, grenade attacks, and kidnappings (usually for ransom). Increasing AS activity is seen as a response to the Kenyan Military intervention in Somalia in 2011 dubbed Linda Nchi (protect the Country). The intervention was triggered by the Somalia conflict spillover into the country where the Al-Shabaab started Kidnapping of Aid workers and tourists.

Added to AS threat in Garissa County, is the periodic occurrence of inter-clan skirmishes mainly involving the three main dominant clans of Abduwak, Auliyahan, and Abdalla. The conflict is normally precipitated by competition over natural resources such as land and fueled by political interest.

Just like the rest of Garissa county and northeastern Kenya more generally, the major security concern affecting Dadaab, and its environs is AS-related threat with the group sporadically conducting coordinated offensives mostly in remote locations often against security Agencies and key government installations such as communication masts. The common methods of attacks employed by the militants includes Improvised Explosive Devices (IEDs), raids, ambushes, and small arms fire, causing collateral risks from crossfire even if non-government entities are not directly targeted. The risks of Kidnap for Ransom (KRE) too may develop in the months/years ahead. Since 2018, a total of 114 AS perpetrated incidents were recorded in the general area of Dadaab and Fafi. Forty-nine (49%) of these incidences affected civilians while 47% was targeted at the security agencies.

- **Security Risk Management (SRM) and “Duty of Care”**

It must be noted that “duty of care” lies entirely with the consultancy company, and not GIZ. It is the responsibility of the consultants to remain alert to the security situation, and make arrangements for any necessary risk awareness and security training/s. The consultancy is also solely responsible for the medical treatment and medical evacuation (MEDEVAC) – within Kenya and abroad – as well as all related insurance cover.

The GIZ Security Risk Management Office (SRMO) does not have a presence in northeastern Kenya. However, it does *monitor and report* on security-related developments and advises GIZ staff within the area accordingly. The SRMO has a robust network of information providers within Dadaab itself and Garissa more generally. While the GIZ SRMO is happy to “*share what we can*” in terms of security alerts and analysis as well as informally advising consultants where possible/practical, it is under no obligation to do so and nor is the SRMO advice formally binding. SRMO may also be able to share its own GIZ Standard Operating Procedures (SOPs) at Head of SRMO’s discretion and informally discuss its own MEDEVAC plans and the security trainings GIZ staff are offered. The consultancy is welcome to contact the Head of SRMO to discuss ways in which SRMO might be able to informally support them.

The contractor should strive to have a balanced staffing profile in terms of gender and age.

3 Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The tenderer must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid) by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation
- assessing the technical concept

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

The tenderer is required to describe, using existing documents where possible, the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors

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- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs (section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors (section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account (5 points out of 10 (maximum)).

In addition, the tenderer should outline how cooperation will be fostered with private sector actors (energy SMEs, mini-grid operators, financial institutions, and clean cooking enterprises), as well as with refugee and host community organisations that act as both end-users and co-creators of solutions. Potential cooperation with development partners, NGOs, and advocacy groups should also be included. The tenderer should take into account structured collaboration platforms (e.g. technical working groups, steering committees, and community engagement forums) and demonstrate how personal relationships, local expertise, and context sensitivity will be leveraged to build trust and ensure inclusivity (5 points out of 10 (maximum)).

3.3.3 Approaches for leverage effects and measures for scaling-up (section 1.3.3 of the assessment grid)

The tenderer should demonstrate whether there are promising opportunities for leverage effects beyond the measures listed in section 2 and describe them. This should include proposals for horizontal scaling (e.g. replication of clean cooking, solar home systems, and mini-grids in other settlements or counties) and vertical scaling (e.g. integration of successful approaches into county and national strategies, regulations, or financing mechanisms) (5 points out of 10 (maximum)).

The tenderer is expected to describe how knowledge management and lessons learned from implementation will be documented and disseminated among GIZ, UNHCR, government actors, private sector partners, and communities (vertical scaling). In addition, the tenderer should show the potential for transferability of approaches; for example, how the RBR mechanism could be adapted for other sectors, or how community-led replication models can expand energy access beyond the immediate project areas (horizontal scaling) (5 points out of 10 (maximum)).

3.3.4 Consideration of environmental and social compatibility requirements (section 1.3.4 of the assessment grid)

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Gender equality

The tenderer is required to outline in the tender how activities under Output 2 will be implemented in a way that prevents negative impacts on gender equality. This includes ensuring that women and girls have equal access to energy services, actively promoting women's participation in local enterprises and value chains and incorporating gender-sensitive consultation processes. The tenderer should also highlight opportunities to strengthen women's economic empowerment through energy-related livelihoods.

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how measures will avoid negative environmental impacts and contribute positively to environmental protection and climate action. This includes supporting clean cooking solutions that reduce deforestation, introducing renewable energy technologies that lower greenhouse gas emissions, and promoting climate-resilient business models that benefit both refugees and host communities.

Conflict and context sensitivity

The tenderer is required to describe how project activities will be planned and implemented in a conflict- and context-sensitive manner. Particular attention should be given to managing tensions between refugees and host communities over resource access, addressing risks of market exclusion, and ensuring fair distribution of benefits. The tenderer should demonstrate how community engagement mechanisms and participatory approaches will be used to mitigate risks of conflict also among the different refugee groups.

Human rights

The tenderer is required to outline in the tender how activities under Output 2 will safeguard and promote human rights. This includes ensuring that vulnerable groups (e.g. women, youth, persons with disabilities) are not excluded from energy access, that labour standards are upheld in supported enterprises, and that community members have a voice in decision-making processes. The tenderer should also identify how interventions can contribute to improving dignity and autonomy for refugees through improved access to sustainable energy.

Requirement: 'Gender equality':	2.5 points out of 10 (maximum)
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	2.5 points out of 10 (maximum)
Requirement: 'Conflict and context sensitivity':	2.5 points out of 10 (maximum)
Requirement: 'Human rights':	2.5 points out of 10 (maximum)

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3.4 Project management (section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan (section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order. The tenderer is expected to propose additional milestones, where appropriate, and reflect them in the operational plan alongside those already specified in section 2.

3.4.2 Coordination with GIZ or the commissioning project (section 1.4.2 of the assessment grid)

The tenderer is expected to describe the approach and procedures it will use to coordinate with GIZ in the implementation of the work packages 1-3. This includes outlining how information will be shared, how alignment with GIZ's project management processes will be ensured, and how day-to-day communication with the responsible GIZ team will be organised. The tenderer should also indicate how it will participate in regular coordination meetings, contribute to joint planning and reporting processes, and ensure that activities remain closely aligned with the overall project objectives and timelines defined by GIZ.

3.4.3 Steering or coordination of measures with the relevant implementing partner (section 1.4.3 of the assessment grid)

The tenderer is required to identify the key implementing partners relevant to the assignment and describe the approach to steering and coordination of activities with them. This includes clarifying roles, responsibilities, and communication channels to ensure smooth implementation and the achievement of results. The tenderer should explain how it will contribute to joint planning sessions, participate in technical working groups, and align implementation processes. Mechanisms for conflict resolution, accountability, and feedback should also be described to ensure transparency and effective collaboration.

3.4.4 Monitoring (section 1.4.4 of the assessment grid)

The tenderer is required to contribute to the impact-oriented monitoring of the project. Monitoring will cover household and enterprise energy access, private sector participation through the RBR mechanism, and the implementation of mini grids. Data should be collected systematically, disaggregated by sex and age, and presented in formats that allow for regular analysis and reporting.

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The tenderer must describe the tools and procedures to be used, the frequency of data collection, and how information will be aligned with GIZ requirements and data protection standards.

**3.5 Further requirement
(section 1.5 of the assessment grid)**

The tenderer must outline its backstopping strategy, ensuring technical quality and timely problem-solving. This includes defining roles for technical and administrative backstopping staff and submitting relevant CVs (4 points out 10 (max.)).

Additionally, the tenderer is required to provide a summary of previous experience relevant to this tender and provide an internal data protection policy as well as relevant certificates (e.g., of registration with the relevant data protection authority) as evidence for compliance with applicable data protection laws (3 points out 10 (max.)).

Further, the contractor must describe the extent to which sustainability factors will be taken into consideration in the procurement of the materials and equipment (3 points out 10 (max.)).

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications. Different professional profiles described below can also be covered by the same natural person (please clarify in the offer).

Project references required in the qualifications must meet the following requirements:

- Project references must be from the last 10 years
- Project references must refer to assignments lasting 10 working days or 2 weeks unless otherwise defined in the qualification tables

Key expert 1: Team Leader with International and Regional Experience (Section 2.1 of the assessment grid)

This position is for Team Leader with overall responsibility for the contractor's advisory packages under **Output 2 (energy access and market-based solutions)**.

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This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of Key expert 1:

Specific Tasks

- Provide overall leadership and coordination of the consultancy team, ensuring quality delivery across all work packages.
- Coordinate closely with GIZ, UNHCR, and other relevant stakeholders to ensure alignment with national priorities and sector frameworks.
- Oversee the design, implementation, and monitoring of the market needs analysis and Results-Based Reimbursement (RBR) mechanism, ensuring financial structuring, disbursement integrity, and risk management.
- Provide high-level advisory services on energy market development, financing solutions, and investment facilitation for mini-grid developers, clean cooking enterprises, and alternative fuel producers.
- Ensure that cross-cutting themes such as gender equality, youth and disability inclusion, climate resilience, and environmental safeguards are mainstreamed in all outputs.
- Manage planning, supervision, and quality assurance of international and national experts, and identify needs for short-term expertise.
- Ensure that monitoring and reporting obligations are met, including progress against Output 2 indicators and delivery of contractual outputs.
- Represent the assignment at national and regional policy dialogues, donor coordination forums, and sector roundtables, providing technical and strategic input.
- Ensure effective financial planning and budget management, including oversight of resource use and compliance with donor requirements.
- Produce regular reports and high-quality deliverables to GIZ, including inputs to evaluations, lessons learned, and recommendations for follow-on programming.
- Ensure high quality knowledge management publications on lessons learned from implementation to be disseminated among GIZ, UNHCR, government actors, private sector partners, and communities (as indicated in section 3.3.3)

Qualifications of Key expert 1: Team Leader

Education/training (section 2.1.1 of the technical assessment grid):	University degree ('master's or German Diplom') in renewable energy, energy economics, energy/electrical/mechanical engineering, project management or environmental sciences
Language (section 2.1.2 of the technical assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the technical assessment grid):	15 years of professional experience in the energy access/renewable energy sector.

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Specific professional experience (section 2.1.4 of the technical assessment grid):	<p>Professional experience in implementing market-based energy access mechanisms (e.g. RBF, RBR, clean cooking, mini-grids) as follows:</p> <ul style="list-style-type: none"> • 3 years overseeing or advising on market needs analysis/consumer preference studies in the energy sector (4/10 points). • 3 years providing strategic input into the design and implementation of Results-Based Financing (RBF/RBR) mechanisms or similar financial instruments, with focus on compliance, donor engagement, and risk management (2/10 points). • 3 years advising governments, donors, or private sector on enabling frameworks for mini-grid developers and off-grid energy operators, with emphasis on investment facilitation and policy dialogue (2/10 points). • 3 years applying gender-sensitive and socially inclusive approaches in the planning and oversight of energy access programmes (2/10 points).
Leadership/management experience (section 2.1.5 of the technical assessment grid):	<p>10 years of experience in the management/coordination of projects or consulting assignments, with direct team leadership of 5 staff/consultants (5/10 points).</p> <p>3 years of budget responsibility for projects or assignments with a volume of more than EUR 1.5 Mio (5/10 points).</p>
International professional experience outside the country/region of assignment (section 2.1.6 of the technical assessment grid):	<p>10 years of experience in refugee or energy access programs in countries beyond East Africa, enhancing cross border program delivery (5/10 points)</p> <p>5 years of experience working in refugee/displacement contexts in fragile/conflict-affected states (5/10 points).</p>
Professional experience in the country/ region of assignment (2.1.7 of the technical assessment grid):	<p>10 years of professional experience in the implementation of development cooperation projects in the renewable energy and clean cooking sector in East Africa (5/10 points).</p> <p>Of which 3 years of experience leading initiatives that integrate market-based approaches and results-based financing to improve livelihoods and resilience among displaced and refugee populations in East Africa (5/10 points).</p>
Experience in the field of development cooperation (section 2.1.8 of the technical assessment grid):	10 years of professional experience in development cooperation projects in the fields of renewable energy, clean cooking, and energy access
Other (section 2.1.9 of the technical assessment grid):	Not applicable

Key expert 2: Senior Expert in Energy, Market Systems & Enterprise Development with Experience at National Level (section 2.2 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

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Tasks of Key expert 2:

The Senior Expert in Energy, Market Systems & Enterprise Development with Experience at National Level will support the team lead in coordinating national-level implementation of all work packages, ensuring coherence, quality, and timely delivery of activities. The expert will also lead the design and operationalisation of the Results-Based Reimbursement (RBR) mechanism and ensure effective engagement of private sector actors in the refugee and host community energy markets.

Specific Tasks

- Lead field implementation in Kakuma, Kalobeyei, and Dadaab, coordinating closely with local authorities, private sector, and humanitarian partners.
- Supervise data collection and field validation for the market needs analysis, ensuring quality assurance and adherence to methodology.
- Support the team lead in ensuring timely delivery, coherence, and integration of gender, inclusion, and climate resilience across all outputs.
- Lead the design, structuring, and operationalisation of the RBR mechanism, including eligibility criteria, disbursement conditions, verification requirements, and risk management.
- Monitor RBR implementation outcomes, including enterprise participation, consumer uptake, and fund disbursement performance, feeding into evaluation and learning processes.
- Ensure contextual alignment of the RBR facility with local market conditions and private sector capacities.
- Conduct market and financial analyses on consumer demand, affordability, willingness-to-pay, and supply chain dynamics for clean cooking, electricity access, and alternative fuels.
- Facilitate private sector engagement by promoting investment opportunities for SMEs, mini-grid developers, stove producers, and fuel enterprises.
- Provide technical and financial guidance to enterprises on access to finance, scaling up, and sustainability.
- Provide technical input on clean cooking, electricity access, and productive use of energy (PUE) solutions tailored to refugee and host community contexts.
- Coordinate stakeholder engagement and validation workshops, ensuring inclusion of women, youth, and persons with disabilities.
- Contribute to capacity building of local enterprises, stove production centres, and fuel suppliers.
- Support the integration of gender, inclusion, and climate resilience aspects in all outputs.
- Provide regular progress reports and contribute to monitoring, learning, and knowledge products.
- Represent the project at national and county-level coordination platforms, supporting policy dialogue on sustainable energy access in displacement settings.

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Qualifications of Key expert 2:

Education/training (section 2.2.1 of the technical assessment grid):	Master's degree (or equivalent) in Energy, Environmental Engineering, Renewable Energy, Economics, Project management, Business Management. (8/10 points) Certifications in market systems development, climate-resilient energy planning (2/10 points)
Language (section 2.2.2 of the technical assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages (5/10 points) Knowledge of Swahili, C1-level in the Common European Framework of Reference for Languages (5/10 points)
General professional experience (section 2.2.3 of the technical assessment grid):	15 years of professional experience in the energy access/renewable energy sector with experience in regional or international programmes (3/10 points) 10 years of professional experience in the market systems sector related to energy access, including assignments with private sector, development agencies, or NGOs. (4/10 points) 5 years of experience in energy market development and implementation of decentralized energy solutions (3/10 Points)
Specific professional experience (section 2.2.4 of the technical assessment grid):	<i>Specific experience in implementing and coordinating energy access and market-based programmes as follows:</i> <ul style="list-style-type: none"> • 5 years leading or supporting implementation of clean cooking, mini-grid, and productive use of energy (PUE) projects in rural or humanitarian contexts (4/10 points). • 3 years contributing to the design or execution of Results-Based Financing (RBF/RBR) mechanisms, including engagement with local enterprises and verification agents (2/10 points). • 3 years conducting or supervising field-based market assessments and stakeholder validation exercises for energy interventions (2/10 points). • 1 year mainstreaming gender equality, social inclusion, and climate resilience in energy programming (2/10 points).
Leadership/management experience (section 2.2.5 of the technical assessment grid):	10 years of leadership experience in field coordination, oversight of service providers, and management of project components within multi-stakeholder energy access or market development initiatives, ensuring high-quality delivery, timeliness, and compliance with implementation standards (5 / 10 points). 5 years experience of providing operational oversight and contributing to financial and progress reporting for project components with budgets exceeding EUR 1.5 Mio, including supervision of local service providers or implementing partners (5 / 10 points).
International professional experience outside the country/region of assignment	Not applicable

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(section 2.2.6 of the technical assessment grid):	
Professional experience in the country/ region of assignment (2.2.7 of the technical assessment grid):	<p>10 years of professional experience in Kenya and/or the Horn of Africa region implementing sustainable energy and market development programmes (2/10 points).</p> <p>10 years of experience in the energy access/renewable energy sector, with experience in regional or cross-border initiatives in East Africa, or knowledge exchange processes (2/10 points).</p> <p>Of which 3 years of direct experience in refugee-hosting counties (Turkana, Garissa), coordinating with local governments, humanitarian actors, and private sector partners (6/10 points).</p>
Experience in the field of development cooperation (section 2.2.8 of the technical assessment grid):	10 years of experience in development cooperation projects funded by bilateral or multilateral partners, with a focus on market-based approaches, energy access, and local enterprise development.
Other (section 2.2.9 of the technical assessment grid):	Not applicable

Key expert 3: Expert with Experience in Monitoring, Evaluation, Accountability and Learning (MEAL) with experience at National Level (section 2.3 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks:

- Lead the design and implementation of the MEAL framework, including indicators, baseline studies, and data collection methodologies.
- Roll out digital monitoring and reporting systems to track progress across work packages, ensuring accuracy and timeliness of field data.
- Conduct baseline, midline, and final evaluations of project outcomes, with particular focus on enterprise support, RBR mechanism performance, PUE adoption, cookstove uptake, and GHG reductions.
- Establish and operationalise community feedback and complaints mechanisms, ensuring accountability to affected populations.
- Analyse monitoring data and translate findings into actionable recommendations for improving implementation strategies.
- Produce regular monitoring reports (quarterly, mid-term, final), feeding directly into project reporting to GIZ and donor learning processes.
- Capture lessons learned and contribute to knowledge products, ensuring that refugee and host community perspectives inform scaling and integration into national policies.
- Work closely with all experts to ensure that evaluation findings inform adaptive management and decision-making throughout the contract period.

Qualifications of Key expert 3.

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Education/training (section 2.3.1 of the assessment grid):	<p>University degree (Master's level) in Monitoring & Evaluation, Statistics, Economics, Social Sciences, Development Studies, Public Policy, or another sector-relevant field. (7 / 10 points).</p> <p>Certification in M&E systems, data management, or impact evaluation. (3 / 10 points).</p>
Language (section 2.3.2 of the assessment grid):	<p>Knowledge of English, C1 level of the Common European Framework of Reference for Languages. (5/10 points)</p> <p>Knowledge of Swahili, C1-level in the Common European Framework of Reference for Languages (5/10 points)</p>
General professional experience (section 2.3.3 of the assessment grid):	<p>7 years of professional experience in monitoring, evaluation, accountability, and learning (MEAL) in donor-funded development or humanitarian projects. (7/10 Points)</p> <p>5 years of Experience in the development and operationalization of M&E frameworks, with focus in digital monitoring systems and data quality assurance methodologies. (3/10 Points)</p>
Specific professional experience (section 2.3.4 of the assessment grid):	<p><i>Specific professional experience</i> in monitoring, evaluation, accountability, and learning (MEAL) <i>as follows</i>:</p> <p>a) 3 years of experience in coordinating MEAL functions in donor-funded projects, including supervision of data collection teams and field enumerators. (3/10 points)</p> <p>b) 3 years of experience in developing and applying project indicators, baselines, conducting evaluations including qualitative and quantitative analysis and performance monitoring plans. (2 / 10 points).</p> <p>c) 3 years' experience in training and mentoring national staff, local enterprises, or refugee-led organisations in M&E practices. (2/10 points)</p> <p>d) 3 years of experience with digital M&E tools (KoboCollect, ODK, CommCare, DHIS2, Power BI, or similar). (1/ 10 points).</p> <p>e) 2 years of experience in establishing accountability systems, including feedback and complaints mechanisms for affected populations. (1 / 10 points).</p> <p>f) 1 year of experience ensuring that MEAL systems incorporate gender-sensitive, socially inclusive, and climate-related indicators. (1 / 10 points).</p>
Leadership/management experience (section 2.3.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	Not applicable

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Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	5 years of professional experience in Kenya in MEAL roles for energy access, livelihoods, or humanitarian programmes.
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	5 years of experience in development cooperation projects (5 / 10 points). Of which 3 years in donor-funded assignments including accountability frameworks and adaptive learning processes. (5 / 10 points).
Other (section 2.3.9 of the assessment grid):	Not applicable

Key expert 4: Expert with Experience in Finance and Administration with experience at National Level (Section 2.4 of the Assessment Grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Tasks of Key expert 4

Responsible for the overall financial management, administration, and logistical coordination of the assignment, ensuring full compliance with GIZ and national regulations.

Specific Tasks:

- Maintain sound financial management systems, including bookkeeping, reconciliation, and preparation of financial statements in accordance with GIZ requirements and international accounting standards.
- Support the preparation and monitoring of budgets, forecasts, and expenditure plans across all work packages.
- Track disbursements under the Results-Based Reimbursement (RBR) mechanism, ensuring compliance, documentation accuracy, and audit readiness.
- Manage contracts, invoices, and payments for local contribution contracts, ensuring timely processing and adherence to procurement rules.
- Manage contracts, invoices, and payments for consultants, suppliers, and service providers, ensuring timely processing and adherence to procurement rules.
- Maintain and regularly update personnel, consultant, and vendor records, ensuring proper filing and confidentiality.
- Coordinate logistics for meetings, training sessions, workshops, and field missions, including travel and accommodation arrangements.
- Support internal and external audit processes, ensuring all supporting documentation is complete and available.
- Ensure compliance with Kenyan labour, tax, and procurement laws, and maintain liaison with relevant authorities as needed.
- Prepare monthly and quarterly financial reports, cash flow analyses, and expenditure summaries for submission to the Team Leader and GIZ.
- Provide administrative support to the project coordination team, ensuring smooth day-to-day operations.

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Qualifications of Key expert 4.

Education/training (section 2.4.1 of the assessment grid):	University degree (bachelors level) in finance, accounting, business administration, or a related field (6/10 Points). Professional certification such as CPA (Kenya) or ACCA (4/10 Points).
Language (section 2.4.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.4.3 of the assessment grid):	5 years of experience in managing project accounts, budgets, and expenditure tracking for international development or consulting assignments
Specific professional experience (section 2.4.4 of the assessment grid):	a) 3 years of experience with GIZ or comparable donor financial reporting and compliance frameworks. (3/10 points) b) 2 years of experience in managing procurement processes and service contracts in line with donor and national regulations. (4/10 points) c) 2 years of experience in managing audit processes and maintain compliant documentation systems. 3/10 Points)
Leadership/management experience (section 2.4.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	7 years of professional experience in Kenya, with application of local tax, procurement, and labour regulations.
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.4.9 of the assessment grid):	Not applicable

Expert 5: Specialist Pool 1 “Integrated Clean Energy, and social safeguards Specialist” for Dadaab (Section 2.5 of the assessment grid)

A CV must be attached to the offer for each Expert. The number of Experts is 3-5 skilled Experts.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ

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must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of Expert 5: Specialist Pool 1-Dadaab

- Establish and operationalise cookstove production centres, ensuring testing, quality assurance, compliance with standards, and strengthening stove and alternative fuel supply chains, including last-mile distribution.
- Promote adoption of clean cooking solutions through behaviour change campaigns, community sensitisation, and pilot demonstrations of fuels and appliances to assess performance, efficiency, affordability, and user acceptance.
- Deliver technical training to artisans, SMEs, and refugee enterprises on design, production, safety, efficiency testing, and clean energy technologies, including alternative fuels and e-cooking.
- Provide business coaching and capacity building to refugee and host community SMEs, conduct market and consumer assessments, identify productive use of energy opportunities, and support integration into enterprise business models and financing pathways.
- Provide technical inputs to the operationalisation of Results-Based Reimbursement (RBR) mechanisms, support enterprise compliance, and establish systems for performance data recording, verification, and reporting in coordination with the MEAL team.
- Design and implement monitoring, evaluation, and learning (MEAL) frameworks; conduct socio-economic, gender, and affordability surveys; and support structured reporting to GIZ and donor partners.
- Develop and deploy digital data collection and monitoring tools, support digital innovation pilots (e.g. mobile payments, smart metering, remote monitoring), and build partner capacity in data use and reporting.
- Provide technical support on environmental, gender, and social safeguards across all interventions and ensure compliance with applicable standards and requirements.
- Document lessons learned, innovations, and best practices; produce analytical knowledge products; and facilitate learning events, trainings, and workshops to support programme learning, replication, and scale-up.

Qualifications of the expert pool 1

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Education/training (section 2.5.1 of the assessment grid):	<p>1 expert with a University degree ('master's level) Electrical/Energy Engineering or Mechanical/Environmental Engineering (2/10 points)</p> <p>1 Expert with University Degree (bachelors Level) in Renewable Energy or an equivalent discipline (covering ICS, Solar for PUE, Mini Grids, alternative fuels, HTC, and digital energy applications). (2/10 points)</p> <p>1 expert with University degree (bachelors level) or advanced professional training in environmental and social safeguards, gender and social inclusion (2/10 points)</p> <p>1 Expert with advanced professional training in Results based Reimbursement/Financing mechanisms (2/10 points)</p> <p>1 Expert with a University degree (bachelors level) in community development, or related fields, appropriate to their roles in the pool. (2/10 points)</p>
Language (section 2.5.2 of the assessment grid):	<p>All Experts with:</p> <p>Knowledge of English, C1 of the Common European Framework of Reference for Languages. (3/10) points</p> <p>Knowledge of Swahili, C1 level of the Common European Framework of Reference for Languages. 3/10 point</p> <p>Knowledge of Somali, C2-level in the Common European Framework of Reference for Languages included within the pool (community liaison/translator for Dadaab) 3/10 Points</p> <p>Knowledge of local languages (Turkana, or other languages spoken in refugee-hosting regions) C1-level in the Common European Framework of Reference for Languages is an advantage. 1/10 Points</p>
General professional experience (section 2.5.3 of the assessment grid):	Not applicable
Specific professional experience (section 2.5.4 of the assessment grid):	<p>1 Expert with 5 years of experience in Environmentally friendly cooking technologies (2/10 points)</p> <p>1 Expert with 5 years of experience in Solar for productive use and mini grids (2/10 points)</p> <p>1 Expert with 5 years experience in supporting the design and operationalisation of results-based financing (RBF/RBR) mechanisms, including enterprise compliance and reporting systems (3/10 points)</p> <p>1 Expert with 5 years' experience in Environmental, Gender and social safeguards (2/10 points)</p>

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	1 Expert with 3 years' experience in community Liaison (1/10 points)
Leadership/management experience (section 2.5.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):	All Experts with 3 years of professional experience in <i>Refugee Settings</i> working in Kenya
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	All experts with 3 years' experience in development cooperation projects
Other (section 2.5.9 of the assessment grid):	Not applicable

Expert 6: Specialist Pool 2 “Integrated Clean Energy and Social safeguards Specialist” for Kakuma (Section 2.6 of the evaluation scheme)

A CV must be attached to the offer for each Expert.
The expert pool shall comprise 2-3 skilled experts.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the Specialist Pool 2

- Establish and operationalise cookstove production centres, ensuring testing, quality assurance, compliance with standards, and strengthening stove and alternative fuel supply chains, including last-mile distribution.
- Promote adoption of clean cooking solutions through behaviour change campaigns, community sensitisation, and pilot demonstrations of fuels and appliances to assess performance, efficiency, affordability, and user acceptance.
- Deliver technical training to artisans, SMEs, and refugee enterprises on design, production, safety, efficiency testing, and clean energy technologies, including alternative fuels
- Provide business coaching and capacity building to refugee and host community SMEs, conduct market and consumer assessments, identify productive use of energy opportunities, and support integration into enterprise business models and financing pathways.
- Provide technical inputs to the operationalisation of Results-Based Reimbursement (RBR) mechanisms, support enterprise compliance, and establish systems for performance data recording, verification, and reporting in coordination with the MEAL team.

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- Design and implement monitoring, evaluation, and learning (MEL) frameworks; conduct socio-economic, gender, and affordability surveys; and support structured reporting to GIZ and donor partners.
- Develop and deploy digital data collection and monitoring tools, support digital innovation pilots (e.g. mobile payments, smart metering, remote monitoring), and build partner capacity in data use and reporting.
- Provide technical support on environmental, gender, and social safeguards across all interventions and ensure compliance with applicable standards and requirements.
- Document lessons learned, innovations, and best practices; produce analytical knowledge products; and facilitate learning events, trainings, and workshops to support programme learning, replication, and scale-up.

Qualifications of the expert pool 2

Education/training (section 2.6.1 of the assessment grid):	<p>1 expert with a University degree ('master's level) Electrical/Energy Engineering or Mechanical/Environmental Engineering, Renewable Energy or an equivalent relevant discipline (covering ICS, alternative fuels and HTC). (5/10 points)</p> <p>Remaining experts with University degree ('bachelors level) or advanced professional training in RBR mechanisms, environmental and social safeguards, gender and social inclusion, or related fields, appropriate to their roles in the pool. (5/10 points)</p>
Language (section 2.6.2 of the assessment grid):	<p>All experts with:</p> <p>Knowledge of English, C1 of the Common European Framework of Reference for Languages. (5/10 points)</p> <p>Knowledge of Swahili, C1 level of the Common European Framework of Reference for Languages. (4/10 points)</p> <p>Knowledge of local languages (Turkana, or other languages spoken in refugee-hosting regions) C1-level in the Common European Framework of Reference for Languages is an advantage. (1/10 points)</p>
General professional experience (section 2.6.3 of the assessment grid):	Not applicable
Specific professional experience (section 2.6.4 of the assessment grid):	<p>1 Expert with 5 years in Environmentally friendly cooking technologies (4/10 points)</p> <p>1 Expert with 5 years of experience in supporting the design and operationalisation of results-based financing (RBF/RBR) mechanisms, including enterprise compliance and reporting systems (4/10 points)</p> <p>1 Expert with 5 years of experience in Environmental, Gender and social safeguards (2/10 points)</p>

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Leadership/management experience (section 2.6.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.6.6 of the assessment grid):	Not applicable
Professional experience in the country/ region of assignment (2.6.7 of the assessment grid):	All experts each with 3 years of professional experience in Refugee Settings working in Kenya
Experience in the field of development cooperation (section 2.6.8 of the assessment grid):	All experts each with 3 years of experience in development cooperation projects
Other (section 2.6.9 of the assessment grid):	Not applicable

Soft skills of team members

In addition to their professional qualifications, all team members are also expected to have the following qualifications:

- Teamwork
- Self-initiative
- Communication skills
- Socio- and intercultural competence
- Partner and customer-oriented, efficient action
- Interdisciplinary thinking
- Creativity and Innovation

Soft skills are not evaluated.

5 Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1 Assignment of experts

The number of expert days corresponds to full working days. The following quantity structure applies to the case without options.

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Expert	Expert days in the country of residence /Remote	Availability of expert in the country of assignment * in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.3.2)	Number of international return flights	Number of national return flights
Key expert 1: Team Leader with International and Regional Experience	16	22	38	No	4	6
Key expert 2: Senior Expert in Energy, Market Systems & Enterprise Development with Experience at National Level	0	130	130	n/a	0	14
Key expert 3: Key Expert with Experience in Monitoring, Evaluation, Accountability and Learning (MEAL) with experience at National Level	0	60	60	n/a	0	10
Key expert 4: Expert with Experience in Finance and Administration with experience at National Level	0	80	80	n/a	0	3
Expert 5: Specialist Pool 1 "Integrated Clean Energy, and social safeguards	0	150	150	n/a	0	4

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Specialist" for Dadaab						
Expert 6: Specialist Pool 2 "Integrated Clean Energy and Social safeguards Specialist" for Kakuma	0	110	110	n/a	0	3

5.2 National administrative staff

The following national administrative staff are needed:

Number and period are specified:

2 Drivers for each 23 months, one for Kakuma and another one for Dadaab

2 Office assistants for each 23 months, one for Kakuma and another one for Dadaab

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

The travel expenses must be costed as follows by the contractor:

Travel expenses item	Quantity/Budget
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Total number of international flights	4 international flights
Total number of regional/national flights	40 national flights
CO ₂ offsets for flights	2,260.00 EUR An unalterable budget for CO ₂ offsets for settlement against evidence is specified.
Transport costs (national airport transfers and taxi rides)	128 transports
Per-diem allowances	60 per diems
Accommodation allowances	60 accommodation allowances
Other travel expenses (visa, project-related travel expenses outside the place of business etc.)	4 other travel expenses

Settlement Rules

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (download at <https://www.bundesfinanzministerium.de>).

In addition, the following costs shall be reimbursed as lump sums up to the agreed maximum amounts.

- Transport costs
- Other travel expenses

Flight cost shall be reimbursed against evidence.

For the country Kenya, tenderers may offer accommodation allowances up to EUR 34. It will be reimbursed on a lump-sum basis.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

5.4 Materials and equipment

The contractor procures the following materials and equipment: listed in annex 1.

A fixed budget of **EUR 128,000.00** is given in the price schedule for this. Settlement is effected on submission of documentary evidence. In section 3.5, the contractor must

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describe the extent to which sustainability factors will be taken into consideration in the procurement of the materials and equipment.

5.5 Operating costs in the country of assignment

The specified lump sums per month are the maximum amounts the tenderer can include in the tender. In other words, the tenderer can offer lower individual lump-sum amounts. The corresponding lump sums are to be entered into the price schedule by the tenderer. **Higher lump sums are not to be included in the tender.**

Lump-sums that are not specified are to be offered by the tenderer (with no upper limit).

	Months	Lump sum per month up to
Office operating costs	23	300 €
Vehicle operating costs	23	1,880 €

GIZ will not provide office space, vehicles, or related infrastructure.

5.6 Workshops, education and training

Workshop budget: EUR 40,000 (8 times for 5,000.00 EUR)

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops:

- Room hire
- Technical systems
- Translation/interpreting services
- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Coordination of participants
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

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5.7 Local contributions

Local contributions amount to **EUR 608,850** and consist of:

- **EUR 120,000** for small grants to local organizations and clean cooking SMEs, for tailoring existing BCC Strategies, conduct awareness on ICS technologies, market campaigns and professionalize the production centres
- **EUR 488,850** for Result-Based Reimbursement (RBR) for the minigrid and strengthening last mile Enterprises covering distribution, stockists, installation and establishing supply chains for alternative fuels disbursed upon achievement of predefined milestones

These local contributions will be implemented by the contracted consultancy in accordance with the GIZ local subsidy mechanism, using the applicable contract templates (“Mustervertrag Örtliche Zuschüsse”) and guidelines (“Handreichung Örtliche Zuschüsse”).

The consultancy will be fully responsible for the management and administration of local contributions, including beneficiary selection, due diligence, contracting, disbursement, monitoring, verification of results, and reporting. For small grants, the individual local contribution may not exceed EUR 50,000. The contractor will not be reimbursed for the local contribution by GIZ if the national recipient of the contribution fails to use the funds for the intended purpose.

As the total value of local contributions exceeds EUR 100,000, the required administrative and financial management tasks are covered within the expert inputs specified under Section 2.1. No separate budget line for handling fees is included.

5.8 Other costs

– Not applicable –

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 62,000

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.3.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

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The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 20 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with chapter 4 of the ToRs must be in the EU format and not more than four pages in length. The CVs can also be submitted in English.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget) (if relevant)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground in full-time expert days, weeks or months) (if relevant)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following option(s) if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not

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exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition: GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project and/or an agreement is concluded to provide cofinancing for the measure.

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

Nature and scope:

GIZ may increase the total budget of the contract for the procurement of materials and equipment. After the exact needs and technical specifications for the equipment have been defined with GIZ, it is possible to add an additional budget for the procurement of the following goods: Solar home systems and energy appliances, Monitoring and evaluation equipment (e.g., data loggers, survey tablets) and Materials required for training and community engagement activities. The materials and equipment are needed in order to support the operationalization of the project and ensure quality delivery of outputs as described in Section 2 of the Terms of Reference.

Maximum budget for the procurement of these materials and equipment: EUR 128,000.

Preconditions:

The option may be exercised only if GIZ identifies additional materials or equipment necessary for project implementation and receives approval from the commissioning manager and the Procurement & Contracting Division. All purchases must remain within the maximum additional budget specified and comply with applicable procurement regulations.

7.3 Follow-on Contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ awarding a follow-on contract to obtain services similar to those specified in Section 2 of these Terms of Reference. The overall term of the follow-on contract must not exceed twice the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition:

The option may be exercised if GIZ obtains additional commissioning from the commissioning party or a co-financing agreement is concluded. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.

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8. Annexes

Annex 1: List of Proposed Materials