

Terms of reference (ToR) for the procurement of services below the EU threshold

PUBLIC

Development of a Clean Cooking Company Market Intelligence System and Directory for UNACC

Project number/
cost centre:
G-010242-993
Tender number

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1. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of Reference
EnDev	Energising Development
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
MEMD	Ministry of Energy and Mineral Development
UNACC	Uganda National Alliance on Clean Cooking
SME	Small and Medium Enterprise
PV	Photovoltaic (Solar Photovoltaic)
CSV	Comma-Separated Values
PDF	Portable Document Format

2. Context

2.1. Background

[Energising Development \(EnDev\)](#) is a multi-donor energy access partnership funded by the governments of the Netherlands, Germany, Norway and Switzerland. In Uganda, EnDev is implemented by GIZ in close cooperation with the Ministry of Energy and Mineral Development (MEMD) to expand access to modern energy services for households, social institutions and small and medium enterprises. The programme focuses on market development for solar PV, improved cookstoves, and higher-tier cooking solutions, alongside strengthening the enabling environment that allows these markets to grow sustainably.

A key barrier to scaling clean cooking solutions in Uganda is the limited availability of reliable market intelligence, particularly on the supply side of the sector. Different stakeholders such as end users, policymakers, investors and development partners often lack up-to-date information on the businesses delivering clean cooking products and services, their geographic coverage, and portfolios. It is therefore pertinent to strengthen the availability and use of such data to improve sector coordination, targeted support, and increase market confidence.

The [Uganda National Alliance on Clean Cooking \(UNACC\)](#) brings together over 130 organisations¹ operating across the clean cooking value chain, each with distinct business models, market segments, and growth challenges. The regional distribution of the current 130 UNACC members is shown in **Table 1**. The alliance plays a central private sector coordination role in the sector. UNACC currently has a database of member organisations, primarily suppliers and distributors of clean cooking technologies. However, the available data is fragmented, inconsistent, incomplete and often outdated as the market evolves. This constrains UNACC's ability to generate evidence needed for advocacy, market linkages and support sector planning. It also limits UNACC's ability to design targeted capacity-building programs, provide tailored technical assistance, and channel appropriate financial support to its members. The absence of structured member intelligence has direct operational consequences, for instance, UNACC cannot easily identify where members operate, which products they supply, their scale of operations or their support needs. This limits the visibility of member businesses, reduces the incentive for new companies to join the alliance and creates a data gap for sector actors designing targeted intervention and partnerships programmes.

Strengthening UNACC's capacity to generate and manage structured member intelligence is therefore a strategic market systems intervention. A verified and structured dataset of clean cooking SMEs will improve transparency, support evidence-based decision-making and

¹ Current distribution of UNACC members based on available records shows a strong concentration in the Central region, with most members appearing to have their head offices or main operational bases in Kampala, Wakiso, Mukono, Mubende, Mityana, Kayunga and Masaka. However, this information is fragmented and largely reflects self-reported or outdated location data. This limits its reliability for planning and coordination purposes.

strengthen sector coordination. It will also increase the visibility of member businesses and strengthen the value proposition of UNACC membership.

Table 1: Indicative Regional Distribution of Current UNACC Member organisations

Region	Districts Represented	Percentage (%)
Central	Kampala, Wakiso, Mukono, Mubende, Mityana, Kayunga, Masaka	71.9%
Western	Mbarara, Masindi, Kasese, Kibaale, Hoima	8.8%
Eastern	Soroti, Kamuli, Jinja, Kumi	7.0%
Northern	Lira, Nwoya, Moroto	3.5%
Outside Uganda	Nairobi (Kenya)	1.8%
Unknown	Data not available	7.0%

1.1. Objective of the Assignment

The objective of the consultancy is to establish a practical and sustainable system that enables UNACC to profile, manage and showcase its SME members while strengthening its capacity to generate market intelligence and support sector coordination.

3. Tasks to be performed by the contractor

The contractor shall design and implement a nationwide member profiling exercise and develop a lean, scalable and sustainable member intelligence system and public directory. The system must be manageable by a small team, avoid complex software development and be based on widely available tools.

3.1. Inception phase and detailed methodology

The contractor shall:

- Conduct an inception meeting with GIZ and UNACC
- Review existing UNACC member data and documentation
- Develop a detailed work plan and timeline
- Design a suitable and cost-effective profiling methodology for the UNACC members
- Develop risk management and quality assurance plans

Deliverable: Inception report including detailed methodology, tools and work plan.

3.2. Nationwide UNACC member profiling:

The contractor shall design and implement a hybrid data collection approach that includes digital self-reporting by UNACC members, phone verification, and targeted field verification.

Note: A hybrid data collection approach is recommended to balance data credibility with cost and time efficiency. UNACC observed that some companies usually overstate the scale of their operations; however, most of the required information could be collected through structured self-reporting and phone verification. The profiling shall focus on practical and largely non-sensitive data such as company identity, role in the value chain, geographic coverage, product portfolio, distribution channels, workforce size, sales ranges, standards and certifications, and key business challenges. To strengthen confidence in the dataset, physical verification must be conducted for a representative sample of members. **The**

consultant shall propose a suitable sample number in the proposal and inception report. *This sample could prioritise companies reporting higher sales volumes, businesses operating in new or underserved regions, and a random selection of other members for quality control. This sampling approach could provide credible validation, keeping it cost-effective and repeatable for future updates by UNACC.*

The profiling shall generate comprehensive data on member businesses, including:

- Basic company identity and registration details, including year of establishment, logo and contact information (i.e., email, phone and physical location/address).
- Company's role in the clean cooking value chain, such as manufacturer, distributor, or retailer.
- Geographic areas of operation, including head office location and districts served.
- Main clean cooking products and services offered, supported by product photos.
- Existing distribution and sales channels such as retail shops, agent networks and partnerships.
- Simple indicators of business size, including the number of employees (gender disaggregated), agents (gender disaggregated, and inclusive of full-time and part-time/commission agents) and operational facilities e.g., production facilities (location, products made, etc.).
- Estimated annual sales using predefined ranges instead of sensitive turnover figures.
- Indicative production capacity using simple and verifiable proxies such as the presence of production facilities and estimated monthly output ranges.
- Product standards, certifications and relevant memberships.

Deliverable: Verified and cleaned dataset of UNACC members.

3.3. Development of the UNACC member intelligence database

The contractor shall design and deploy a simple and sustainable database using widely available tools such as KoboToolbox, Google Forms, Airtable or equivalent.

The system must:

- Support digital data collection and verification
- Enable future annual updates
- Allow easy export to Excel or CSV
- Enable filtering and segmentation of members
- Provide dashboards and visual analytics
- Be structured to enable future integration with the UNACC website

Deliverable: A functional and populated member intelligence database.

3.4. Development and Dissemination of a publicly accessible *Clean Cooking SME Directory*

The contractor shall develop a professionally designed national Clean Cooking SME Directory in PDF format. The directory shall include company profiles, geographic distribution, value chain segmentation, product categories, and introductory sector overview/ The database must be structured to allow future online integration. Where suitable/available, the contractor should

include relevant high-resolution photos in relation to profiled UNACC members (e.g., as provided from the SMEs, or captured during the physical verification/due diligence process described in *Section 2.2.* above. The contractor shall design and co-organise, in collaboration with UNACC, a dissemination webinar to officially launch and present the directory to key stakeholders.

Deliverable: Clean Cooking SME Directory and dissemination webinar

3.5. Capacity building and knowledge transfer

The contractor shall deliver structured training for UNACC staff covering:

- Data collection and verification.
- Database management and maintenance.
- Dashboard use and analytics.
- Annual update procedures and new member onboarding.

The contractor shall develop a digital operational manual that includes key information to support the UNACC team and members to continually onboard, update, and train new/existing members and partners on the database system. This is to ensure sustainable institutional capacity for operation and maintenance aspects beyond the project support phase.

Deliverable: Training sessions completed and operational manual delivered.

3.6. Final reporting

The contractor shall submit a final report summarising methodology, outputs, lessons learned and recommendations.

Additionally, the contractor is responsible for providing the following services:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

3.7. Milestones

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps	Deadline	Criteria for acceptance
Inception report approved	End of week 3	Inception report submitted and approved by GIZ.
Profiling tools and database structure finalised	End of week 4	Final survey instruments, verification protocols and database structure submitted and tested.
Member data collected and verified	End of week 10	Completed dataset covering all UNACC members. Physical verification conducted. Dataset cleaned, validated and approved by GIZ and UNACC.
Database delivered and operational	End of week 12	Functional database populated with verified data.

Draft directory completed	End of week 13	Draft directory submitted is designed PDF format. Feedback received from GIZ and UNACC.
Final directory completed and launched through a dissemination webinar	End of week 14	Final directory approved and handed over to UNACC Dissemination/launch webinar concluded.
Training sessions and operational manual completed	End of week 14	Training delivered to UNACC staff. Digital operational manual submitted.
Final report approved	End of week 16	Final consultancy report submitted and approved. All deliverables completed and accepted by GIZ.

Period of assignment: from **June 2026** until **October 2026**.

3.8. Remuneration plan

Remuneration	Key Deliverable	Timeline
Interim Payment – 20% of the contract amount.	Approved Inception Report	At least 10 working days after submission of the inception report.
Final Payment – 80% of the total contract sum	Approved Final Report	At least 14 working days after approval of the final report

4. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved. In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The strategy should briefly indicate the approach to nationwide SME profiling, development of a lean member intelligence database, production of the directory and sustainability of the system.

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them. This should include cooperation with GIZ, UNACC and engagement of UNACC member companies during profiling and validation.

The tenderer is required to present and explain its contribution to the **results-based monitoring system** (1.3.2). This should include data quality assurance, monitoring of profiling progress and risk mitigation measures.

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team, complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

5. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The qualifications below represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor, including quality assurance and timely delivery of all milestones
- Coordinating and ensuring communication with GIZ, UNACC and other stakeholders
- Steering the design of the profiling methodology, database system and directory development.
- Planning and supervising assignments of key and short-term experts
- Leading stakeholder consultations and training sessions
- Regular reporting in accordance with agreed deadlines

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in energy, development studies, business administration, ICT, statistics or related field.

- Language (2.1.2): C1-level of language proficiency in the English language
- General professional experience (2.1.3): Eight years of professional experience in private sector development, market systems or energy access sector
- Specific professional experience (2.1.4): Five years in SME surveys, sector mapping, market intelligence systems or database-related assignments.
- Leadership/management experience (2.1.5): Three years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): Three years of experience in projects in Uganda
- Other (2.1.8): Experience in stakeholder engagement and capacity building.

Key expert 1: Monitoring, Evaluation and Data Management Specialist

Tasks of key expert 1

- Design survey tools and data collection instruments for member profiling
- Develop data verification and quality assurance procedures
- Design and build the member intelligence database and dashboard
- Clean, validate and analyse collected data
- Support development of the Clean Cooking SME Directory
- Develop data governance procedures and operational manual
- Deliver technical training to UNACC staff

Qualifications of key expert 1

- Education/training (2.2.1): Postgraduate diploma in data science, monitoring and evaluation, statistics, information systems, or related field
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): Five years of professional experience in data management, M&E or database development
- Specific professional experience (2.2.4): Three years of experience in survey design, data collection systems, dashboards or analytics tools. This includes tools such as KoboToolbox, Airtable, Google Forms, Power BI or similar.
- Regional experience (2.2.6): Three years of experience in Uganda
- Other (2.2.8): Knowledge and experience in the renewable energy sector, with specific exposure to clean cooking, energy access, SME market systems or energy market development is an added advantage.

Expert pool: Data collection and Verification team

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the expert pool

- Support mobilisation and outreach to UNACC member companies to ensure participation in the profiling exercise
- Conduct phone verification interviews with member companies using the approved verification protocol
- Provide follow up communication with companies to complete missing or inconsistent survey responses

- Conduct targeted field verification visits to a representative sample of member companies across regions
- Collect supporting evidence during field visits such as photos of products, facilities and operations where applicable
- Document verification findings and submit field reports in the required format
- Support data entry checks and flag inconsistencies or data quality issues to the data management specialist
- Assist with updating and validating company profiles for inclusion in the Clean Cooking SME Directory.

Qualifications of the Expert pool

- Education/training (2.6.1): Two experts with university degrees in business, social sciences, statistics, energy or related field.
- Language (2.6.2): Two experts with B2-level language proficiency in English
- General professional experience (2.6.3): Two experts with 3 years of professional experience each in surveys, research or SME engagement
- Specific professional experience (2.6.4): Two experts with 2 years of professional experience each in field data collection or business surveys.
- Regional experience (2.6.5): Two experts with 3 years of experience, each in Uganda
- Other (2.6.7): Knowledge and experience in the renewable energy sector, with specific exposure to clean cooking, SME market systems or energy market development is an added advantage.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Note: The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

6. Bidder Commercial / Legal Eligibility Requirements

Eligibility Criteria for firm. The evaluation of the proposals will involve an eligibility assessment where the following requirements shall be assessed on a pass / fail basis. Only bidders who pass the preliminary commercial eligibility assessment shall be considered on for technical evaluation.

The following are the requirements:

- A technical proposal (shall include methodology, your understanding of TOR, workplan, proposed team & their credentials, previous similar contracts/ orders with details of client, contacts, brief scope, value, etc) as per terms of reference. Ensure that there is no mention of your financial proposal details in your technical proposal.
- Current and valid Tax Clearance Certificate addressed to GIZ Uganda (TIN: 1000030986), or its equivalent. Should relate to current tax period, and reference number should be visible for verification.
- Current valid Trading License or its equivalent.

- Be a legally registered entity. Copy of a URSB Certificate of Incorporation/ Registration, or its equivalent.
- Share evidence of a physical presence / office location.
- URSB Registered certificate of filing most recent Company Annual Returns, or its equivalent. URSB Registered powers of attorney authorizing signatory/representative of the firm to sign agreements / documents on behalf of the firm.
- Average annual turnover for the last three years. Bidder to share audited books of accounts for the last 3 financial years.
- Share company organograms and profile showing average number of employees and managers for the last three years.
- Signed Bid validity Document Confirming that bid is valid for 120 working days. Vendor to write up, sign, submit with technical proposal.
- Signed Self-Declaration on EU Russia War sanctions. Attached in bid documents.

7. Costing requirements

7.1. Assignment of personnel and travel expenses

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 (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Specification of inputs

Fee days	Number of experts	Number of days per Expert	Total	Comments
Team Leader	1	22	22	
Key expert 1: Monitoring, Evaluation and Data Management Specialist	1	38	38	
Expert pool (Maximum of 2 Persons)	2	35	70	
Travel expenses	Quantity	Price	Total	Comments
Overnight allowance in the country of assignment Accommodation & Per diem				Bidder to propose cost effective quantity based on their proposal.

Transport	Quantity	Price	Total	Comments
Local Travel				Quote for Vehicle hire and fuel reimbursement based on price per km. Bidder to map movement plan based on requirements.
Airtime/ Data, & Communication				This refers to the phone related costs (airtime/ data) to enable contractor to coordinate activities
Please note that reimbursable costs shall be repaid on basis of pre-approved and actual verified usage.				

7.2. Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

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 \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there

8. Data privacy and protection

GIZ may process personal data in connection with this Agreement solely in accordance with the General Data Protection Regulation of the European Union (GDPR). Any processing of the data shall be conducted solely for the purpose of the performance, administration, and supervision of this Agreement or for the protection of the commercial interests of the principal and/or third-party funder (if such exists) of GIZ, including any checks, audits and investigations. Where permitted by law, the Recipient has the right to view, erase or correct its personal data and may contact GIZ (datenschutzbeauftragter@giz.de) or the government bodies responsible for such matters in order to assert its rights.

In line with and to ensure compliance to GIZ data protection guidelines, all applicants must fill in and submit along with their bid/ application the Technical and Organisational Measures (TOM) form. This TOM form will be shared with you, along with other bid documents.

9. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible

(font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

Note: All bids submitted must be submitted with a confirmation of bid validity for a period of **120 working days**.

Interested and qualified agencies should submit their application by the date indicated in the tender text to email:

Note: Deadline for final requests for clarification is **as indicated in tender text**.