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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Coordination and Implementation of the *PUE Cooking Demonstrator Project: Site Establishment and Business Model Showcase*.

Project number/ cost centre: G-012590-010

Tender number

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1. List of abbreviations

BDS	Business Development Services
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
BMZ	German Federal Ministry for Economic Cooperation and Development
CCU	Clean Cooking Unit
dMRV	Digital Monitoring, Reporting and Verification
EoI / EOI	Expression of Interest
ENGAGE	Accelerating the Energy Transition in Africa
EnDev	Energising Development
EPC	Electric Pressure Cooker
EU	European Union
FI	Financial Institution
GESI	Gender Equality and Social Inclusion
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
HTC	Higher Tier Cooking
ICS	Improved Cookstove
KCCA	Kampala Capital City Authority
KM	Knowledge Management
M&E	Monitoring and Evaluation
MDA	Ministry, Department and Agency
MEMD	Ministry of Energy and Mineral Development
MRV	Monitoring, Reporting and Verification
MSME	Micro, Small and Medium-sized Enterprise

NDP IV	Fourth National Development Plan
NICCS	National Integrated Clean Cooking Strategy
NREP	National Renewable Energy Platform
PAYGO	Pay-As-You-Go
PUE	Productive Use of Energy
RBF	Results-Based Financing
SME	Small and Medium-sized Enterprise
ToR	Terms of Reference
UNACC	Uganda National Alliance on Clean Cooking
UNBS	Uganda National Bureau of Standards
USEA	Uganda Solar Energy Association

Glossary of terms

Term	**Definition**
Productive Use of Energy (PUE)	The use of energy services and technologies to support income-generating or productive activities. In this Demonstrator Project, PUE refers specifically to the use of clean cooking technologies by food-vending MSMEs as part of their business operations.
PUE clean cooking technology suppliers / PUE SME	A private-sector company that supplies commercial clean cooking technologies for productive-use applications and is responsible, as applicable, for installation, user training, technical support, after-sales services and testing of payment or financing models during the Demonstrator Project.
PUE user / Food-Vending MSME	An operational food-vending micro, small or medium-sized enterprise that uses cooking as a significant productive activity and hosts and will operate a demonstration technology under normal business conditions following selection under this Demonstrator Project.
Demonstration site	The premises of a selected food-vending MSME where a clean cooking technology is installed and operated to generate practical evidence on technical suitability, costs, energy and fuel use, productivity, profitability, user experience and adoption.
Business case	The evidence and analysis demonstrating whether adoption of a clean cooking technology is commercially viable for a food-vending MSME and PUE SME, including its costs, savings, productivity, profitability, affordability and potential investment viability (e.g., fuel/energy costs, operation and maintenance costs, production input costs, distribution costs, customer engagement etc.).

Clean cooking technology	A cooking technology that provides improved environmental, health, energy-efficiency or fuel-use performance compared with traditional cooking practices. In this Demonstrator Project, the technology scope includes commercial electric pressure cookers, commercial induction cooktops and ovens, commercial improved cookstoves and biomass cooking ovens.
Electric cooking (e-cooking)	Cooking using electricity as the primary energy source, including electric pressure cookers and induction cooking devices considered under this Demonstrator Project.
Higher-tier cooking (HTC)	Clean cooking solutions that provide higher levels of cooking performance under the applicable clean cooking performance frameworks and standards.
Flexible financing / payment model	An approach that reduces the upfront affordability barrier for customers by providing alternative payment arrangements, such as PAYGO, instalment/credit payments, or other financing mechanisms tested with PUE SMEs during the Demonstrator Project.
Digital Monitoring, Reporting and Verification (dMRV)	The use of digital systems, including systems embedded in e-cooking appliances or within PUE SMEs business models, to capture and support the monitoring, reporting and verification of technology use and energy consumption, and/or other relevant business tracking functions e.g., sales/customer information, inventory tracking, etc.
After-sales services	Post-installation support provided by PUE SMEs, including technical/warranty services, operations and maintenance, troubleshooting, and other services required to keep the technology functioning during the Demonstrator Project.
Willingness-to-pay and ability to pay	The extent to which a prospective or existing PUE user is willing and able to pay for a clean cooking technology or related service under specified conditions.
Business-model trial	A practical test of how a clean cooking technology and its associated payment, financing, service and/or delivery arrangements perform under real business conditions within the PUE user.
Gender Equality and Social Inclusion (GESI)	An approach that considers participation, access, opportunities and outcomes across different groups, with particular attention in this Demonstrator Project to women and youth participating in food-vending MSMEs.

2. Context

Accelerating the Energy Transition in Africa (ENGAGE) is a technical cooperation project commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The overall objective of the project (2026 – 2027) is to improve the institutional and regulatory framework conditions for investments in renewable energies and access to renewable energy at the pan-African and regional levels in Africa.

The **Energising Development (EnDev)** programme is a regional program component under ENGAGE in Africa and is currently active in 6 countries. In Uganda the programme is implemented by GIZ and works in close cooperation with the Ministry of Energy and Mineral Development (MEMD). Across East Africa, the program has been instrumental in advancing the clean cooking sector by supporting market-based solutions, strengthening private sector capacity, and fostering enabling policy environments.

While progress has been made in expanding access to improved cooking solutions, Uganda's cooking sector remains heavily reliant on biomass, with 64.5% of households using firewood and 28.2%[1] charcoal as their main cooking fuel. Uganda's access to clean cooking is currently at **20.7%[2]** as per the recently launched National Clean Cooking Outlook by the MEMD's Clean Cooking Unit. The biomass reliance extends to businesses that depend on cooking as a productive activity, yet the PUE clean-cooking market remains largely untapped. The 2026 EnDev PUE market assessment found that restaurants/eateries (51.8%), street-food vendors (33.1%) and sole proprietorships (90.6%)[3] represent a significant potential market, yet Private Sector PUE Clean Cooking Technology Suppliers (PUE SMEs) struggle to reach these businesses, and adoption remains low due to high upfront costs, limited financing and an insufficiently demonstrated business case. This particularly affects women, who account for 50.3%[4] of businesses nationally.

Consequently, there is limited private sector investment in productive use clean cooking applications, underscoring the need to demonstrate viable PUE business models that de-risk investment, improve women's economic opportunities, stimulate market confidence, and accelerate commercial scale-up. At the same time, PUE SMEs continue to face difficulties in demonstrating the commercial viability of clean cooking technologies within productive settings. Financial institutions also have limited evidence on PUE SME/user investment performance, resulting in continued perceptions of high investment risk and limited financing opportunities for enterprises wishing to transition to cleaner cooking technologies.

Addressing these market challenges under **the ENGAGE Programme**, EnDev aims to implement a ***Demonstrator Project*** to showcase potential for scale up of PUE for clean

[1] Uganda Bureau of Statistics (UBOS), National Population and Housing Census 2024: Final Report, Volume 1 – Main Report, 2025. Available at: [UBOS report]
[2] National Clean Cooking outlook 2026 MEMD
[3] EnDev Uganda, Productive Use of Energy (PUE) Market Assessment, 2026.
[4] State of Entrepreneurship in Uganda 2024 — MTIC Available at: [MTIC report]

cooking by establishing 5 clean cooking PUE demonstration sites and showcasing viable PUE cooking end-user and SME business models. The programme will also deliver user training for Food-Vending MSMEs (PUE users) to support the transition to clean cooking with productive use technologies while strengthening knowledge generation, documentation, and dissemination of successful PUE business cases. The demonstration sites will be established across Uganda's four main regions, i.e., Central, Western, Eastern and Northern, to maximise geographical coverage, increase access, and facilitate learning and replication.

Purpose and Alignment

This activity aims to demonstrate viable PUE business models for clean cooking in Uganda by showcasing practical applications, strengthening enterprise capacity, generating market evidence, and building investor confidence. The Demonstrator Project aligns with key Government of Uganda priorities under NDP IV, the National Integrated Clean Cooking Strategy (NICCS), National Clean Cooking Outlook recommendations, and national PUE and energy-efficiency policies and strategy priorities by promoting private-sector development, productive and efficient use of energy, adoption of clean cooking technologies, and access to affordable and sustainable energy solutions. NDP IV emphasises strengthening the private sector, enhancing productivity and creating employment, while Uganda's National Integrated Clean Cooking Strategy targets 39% of households using clean or transitional cooking options by 2030, it aims to achieve universal access by 2040.

The Demonstrator Project also aligns with ENGAGE and EnDev's market-based approach by strengthening private sector capacity and promoting scalable clean cooking solutions. The Demonstrator Project will also inform the upcoming EU Regional Action entitled ***"Supporting Clean Cooking Solutions in Central and East Africa"*** by generating evidence to de-risk investments and integrate proven PUE approaches into future HTC financing. In doing so, it will contribute to Uganda's clean cooking transition while creating income-generating opportunities, particularly for women-led businesses.

The Demonstrator Project responds to existing market challenges by establishing operational demonstration sites, strengthening enterprise capacity, documenting successful business models, and generating knowledge products to guide future public and private investment.

Specific Objectives of the overall PUE ENGAGE activity:

- **Demonstrate the business case for clean cooking technologies in PUE** by showcasing the operational and commercial value of adoption of selected clean cooking technologies in real food vending business settings for MSMEs, including their potential to reduce cooking time, fuel and operational related costs, improve business productivity and profitability, and support the transition to suitable energy-efficient cooking technologies.
- **Assess and strengthen the drivers of demand and adoption of clean cooking solutions among food-vending MSMEs** by addressing awareness, willingness-to-pay and behavioural barriers through targeted demonstrations, user training and knowledge management, with particular attention to women and youth.
- **Test flexible financing and business models that can improve affordability and accessibility** to enable PUE clean cooking adoption and support market scale-up, by

supporting PUE SMEs to Demonstrator Project different financing approaches e.g., PAYGO, etc.

- **Generate evidence and knowledge to inform PUE clean cooking investment and scale-up** by documenting technology use, energy and fuel savings, business performance, user experience and GESI outcomes, supported by digital MRV embedded in the e-cooking appliances.

3. Tasks to be performed by the contractor

3.1 Overview of services to be provided

The Contractor shall provide end-to-end technical, coordination, M&E and knowledge-management support to the EnDev Uganda "***PUE Cooking Demonstrator Project: Site Establishment and Business Model Showcase***". The assignment covers identification and selection of food vending MSMEs and PUE clean cooking technology suppliers, demonstration site assessments and establishment, development and application of a business case and monitoring methodology (including dMRV where available), facilitation of approved business model/financing trials, and comprehensive evidence generation, documentation and dissemination. The Contractor shall manage project performance, costs and quality, ensure compliance with GIZ data protection requirements, and hand over all tools, datasets and materials to GIZ/EnDev upon completion.

3.1.1 The Contractor is responsible for the following tasks

3.1.2 Inception and detailed planning

- **Inception Meeting:** Attend inception meeting with GIZ/EnDev and relevant stakeholders; confirm roles, project implementation strategy, workplan, project steering requirements and adjustment/escalation paths.
- **Desk Review**: Review of relevant GIZ/EnDev-provided materials, including the concept note, the 2026 PUE market assessment, relevant EnDev and sector PUE/RBF interventions, reports, and knowledge products.
- **Inception Report:** Develop and submit for GIZ/EnDev approval a comprehensive inception report that includes detailed methodology, implementation approach/strategy, refine risk register with assumptions and mitigation measures, workplan and operational schedule aligned to milestones, steering and implementation team and structures, reporting timelines, etc. This inception report will be approved by GIZ EnDev.
- **Project tools, assessment forms, and related selection documents:** Prepare and finalise (for GIZ/EnDev approval):
  i. Food vending MSME eligibility, screening and scoring tools;
  ii. Supplier assessment criteria;
  iii. Demonstration-site assessment tools;
  iv. Technology-matching criteria;
  v. Business-case methodology;
  vi. Monitoring indicators and data-collection tools (including dMRV integration where available);
  vii. Data protection and informed-consent procedures compliant with applicable law and GIZ standards.

3.1.3 Identification and selection of food-vending MSMEs

- Design and launch an accessible and inclusive call for applications in coordination with GIZ/EnDev, UNACC and relevant stakeholders using appropriate outreach channels and simplified application methods to reach both established and less formalised MSMEs, including women- and youth-led businesses, restaurants/eateries, street-food vendors and sole proprietorships.
- In coordination with GIZ/EnDev, Screen, score and rank 20 eligible MSMEs, and verify shortlisted applicants through physical site visits or electronic verification, as appropriate
- Upon completion of the shortlist, submit a recommendation list of PuE users for hosting the demonstration sites to GIZ/EnDev and support GIZ/EnDev-led selection of five MSMEs/sites (Central, Western, Eastern and Northern regions; one region may potentially host more than one demo site if there is clear justification for this selection during the EOI evaluation process in line with the objectives of this EnDev PuE Demonstrator Project).
- Prepare baseline profiles for each demonstration site using excel or PDF (or any appropriate tool) detailing current cooking practices, fuels and energy use, costs, workflows, productivity, GESI profile, readiness and constraints. The baseline profiling format will be agreed with GIZ/EnDev during the inception phase, informed by the consultant's proposed approach and tools.

3.1.4 Demonstration-site assessment and preparation

- Undertake detailed technical, operational and electrical assessments at five selected sites, including safety, ventilation, power capacity/quality, and layout.
- Establish site-specific baselines for cooking practices, fuel/energy consumption, costs, time/productivity, throughput, and profitability; define data schemas and quality checks.
- Specify technology requirements and matching specifications (e.g., EPC sizing, induction devices/ovens, ICS/biomass ovens, ancillary equipment such as metering, cabling, breakers, cookware compatibility).
- Coordinate basic site readiness (e.g., minor wiring upgrades, appropriate sockets/breakers, safe appliance placement) in line with GIZ/EnDev approvals. The Contractor shall not procure or install equipment without prior written GIZ/EnDev approval

3.1.5 PUE clean cooking technology supplier identification and technology matching

- Support GIZ/EnDev in refining the technical requirements and selection criteria for PUE clean cooking technology suppliers (PUE SMEs), considering technical capacity, installation capability, after-sales, commercial experience and availability of financing/payment options (e.g., PAYGO etc), and ability to support dMRV/usage data.
- Provide technical input to GIZ/EnDev during the preparation of the supplier procurement documents, as requested. GIZ/EnDev will lead and manage the procurement/tender process, including the formal evaluation, selection and contracting of PUE SMEs, in accordance with applicable procurement procedures. The consultant will not undertake or independently decide on the formal tender evaluation or supplier selection.
- Following GIZ/EnDev's selection and contracting of PUE SMEs, support technical matching of the selected suppliers and their technologies to the five selected MSME demonstration sites, taking into account business needs, site conditions, technology suitability and implementation feasibility. Submit the proposed matching rationale to GIZ/EnDev for review and approval.

- Facilitate tri-partite coordination for delivery, installation and commissioning; ensure safety checks, user training and documentation (warranty, O&M, service contacts) are completed by PUE SMEs.

3.1.6 Monitoring framework and business-case assessment

- Operationalise the monitoring framework including indicator definitions, periodicity, instruments, data collection protocols, and data protection measures; integrate dMRV where available.
- Track technology use, energy/fuel consumption, cooking costs, productivity, operating costs and profitability; collect user feedback, satisfaction, adoption barriers and willingness-to-pay with sex- and age-disaggregation.
- Ensure data quality assurance, validation of business figures, and consistency across sites; maintain an auditable database with version control.
- Analyse baseline vs. follow-up data using excel or PDF (or any appropriate tool); prepare five site-specific business cases demonstrating commercial viability (or constraints), cost/savings, productivity, affordability and investment prospects. The format will be agreed with GIZ/EnDev during the inception phase, informed by the consultant's proposed approach and tools.

3.1.7 Business-model and financing assessment

- Document food vending MSME following clean cooking technology installation, covering operating models (menu, sales patterns, throughput, staffing, energy/fuel mix) and cost structures relevant to technology adoption. Using the same indicators and a compatible format as the baseline profiles, the consultant shall assess post-installation results against baseline data to monitor changes in operating performance, productivity, energy use and costs associated with technology adoption. The profiling tools, indicators and documentation format shall be proposed by the consultant during inception and agreed upon with GIZ/EnDev to ensure comparability between baseline and post-installation results
- Assess affordability, willingness and ability to pay, and adoption barriers; document and assess supplier-offered flexible payment/financing models piloted during the assignment (subject to GIZ/EnDev approval).
- Identify lessons for financing design, de-risking instruments and pathways to commercialisation and scale for PUE clean cooking

3.1.8 Knowledge management, communications and dissemination

- Develop and implement a knowledge-management and communications plan (for GIZ/EnDev approval) covering content pipeline, GESI-sensitive messaging, and EU/GIZ visibility compliance.
- Produce agreed materials: minimum 200 high-resolution photographs, five case studies/business stories, flyers/posters and user success/impact stories; capture testimonials from MSMEs and suppliers. The photographs shall be professionally composed and edited, supplied in JPEG format at a minimum resolution of 4,000 pixels on the long side, and embedded with relevant IPTC metadata, including photographer credit, names or categories of persons featured, event/activity description, date and location.
    - The consultant shall develop a photography plan and ensure a mix of portrait and landscape images suitable for print, web and social media use. At least two landscape photographs per activity shall be optimised for digital cover images. Photographs shall be shared electronically with GIZ/EnDev on a rolling basis and compiled with the final communication materials at agreed reporting

milestones. The bidder shall be required to seek and document consent for every photo taken using the GIZ/EnDev consent forms.

- Conduct learning and dissemination sessions with stakeholders (e.g., MEMD, UNACC, private sector, development partners etc); prepare presentation decks and briefs.

3.1.9 Final analysis, scale-up recommendations and handover

- Consolidate findings across the five sites; synthesise enabling conditions, viable business models and financing approaches, and implications for policy, suppliers and financiers.
- Develop actionable recommendations for replication and scale-up, including indicative unit economics, risk mitigations and institutional roles.
- Hand over all datasets, monitoring tools, codebooks, consent records, media files, editable communication products, progress and final consultancy reports to GIZ/EnDev with usage rights as per contract.

3.1.10 Compliance and approvals

- Obtain prior written GIZ/EnDev approval for: MSME selection criteria and final list; supplier and technology matches; monitoring framework and instruments; any public-facing communications; and any piloted financing trials.
- The Contractor shall not commit GIZ/EnDev or third parties to procurement, financing, equipment provision, public statements or other obligations without GIZ/EnDev prior written approval.

2.2 Deliverables

- Inception report with detailed methodology, workplan, risk register, and drafts of screening/assessment/ technology matching tools, business-case methodology, monitoring framework and data protection procedures for GIZ/EnDev approval.
- MSME (PuE user) call for proposal materials and outreach report; screening matrix; selection recommendation pack with five final MSME/site profiles.
- Site assessment report for the five sites including baselines, technology specifications, site readiness requirements, and installation plans.
- MSMEs technology matching memo for GIZ/EnDev approval
- Operational monitoring toolkit (questionnaires, SOPs and data quality assurance plan) and functioning database with dMRV integrations where available.
- Monthly monitoring briefs/slide deck for monthly progress updates.
- Knowledge products: 200 photographs; five case studies/business stories; relevant flyers/posters.
- Business case report for the five sites including financial and operational analysis, sensitivity tests, and GESI insights.
- Final Demonstrator Project consultancy report with consolidated results, lessons learned and scale-up recommendations; complete handover package (datasets, tools, consents, media, repository index).

Milestones as laid out in the table below are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Inception report and implementation framework completed (including Project tools, assessment forms, and related selection documents)	Before end of 2026.

Food-vending MSMEs identified and selected	Week three Jan 2027
Demonstration sites assessed and technology requirements defined	Week two Feb 2027
Demonstration site baseline data documented and monitoring framework established	Week three Feb 2027
PUE SMEs identified and technologies matched to demonstration sites and demo sites set up	week Four March 2027
Business models and financing options assessed	June 2027
Evidence and knowledge products developed and disseminated	Aug 2027
Final project report & analysis, monthly reports, and handover completed	Week one Sept 2027

Period of assignment: from Dec 2026 until Sept 2027.

4. Concept

In the tender, the tenderer is required to show *how* the tasks defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). 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 tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

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. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

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.

Further requirements (1.7)

Gender equality and social inclusion

The tenderer is required to demonstrate how gender equality and social inclusion will be integrated throughout the assignment, including:

- Consideration of women and youth in MSME identification and selection;
- Collection and analysis of relevant sex- and age-disaggregated data;
- Consideration of different user experiences and adoption barriers; and
- Integration of GESI considerations into business-case and scale-up recommendations.

Evidence-based and practical approach

The tenderer should demonstrate how it will ensure that findings are based on actual operating and business data from the demonstration sites, rather than assumptions about technology performance or adoption.

Quality and data management

The tenderer should describe its approach to:

- Data quality assurance;
- Secure and systematic storage of monitoring data;
- Validation of business and energy/fuel data;
- Consistency of data collection across the five sites; and
- Documentation and handover of datasets, tools and supporting documentation to EnDev.

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

Team leader

<u>Tasks of the team leader</u>

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinate and monitor development of indicators and data-collection approaches for technology use, energy/fuel consumption, cooking costs, productivity, operating costs and profitability.

- Coordinate the establishment of systems for collecting user feedback, satisfaction, willingness to continue using/adopt the technology and adoption barriers.
- Develop the five site-specific business cases with relevant evidence and analysis. Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Coordinate the monthly meetings with GIZ/EnDev, PUE SME, Food vending MSMEs and relevant stakeholders
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.
- Coordinate all reporting to ensure timely submission in line with contractual deliverables and agreed deadlines. Develop and disseminate the project's knowledge products, including final learning outputs and scale-up materials.

Qualifications of the team leader

- Education/training (2.1.1): university degree in Energy, Renewable Energy, Energy Engineering, Environmental Management, Business Administration, Economics, Development Studies or related field.
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): five years of professional experience in the Renewable Energy sector
- Specific professional experience (2.1.4): two years in Clean cooking sector
- Leadership/management experience (2.1.5): five years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): one year in implementing regional projects

Key expert 1

Tasks of key expert 1

- Develop and operationalise the Demonstrator Project's M&E framework and monitoring tools in consultation with EnDev.
- Establish baseline data for each of the five demonstration MSMEs/sites.
- Develop indicators and data-collection approaches for technology use, energy/fuel consumption, cooking costs, productivity, operating costs and profitability.
- Establish systems for collecting user feedback, satisfaction, willingness to continue using/adopt the technology and adoption barriers.
- Integrate digital MRV/usage data where available.
- Conduct regular monitoring visits and verify the quality and completeness of data collected from the demonstration sites.
- Analyse baseline and follow-up data to assess changes in business performance, energy/fuel use and commercial viability.
- Support the development of the five site-specific business cases with relevant evidence and analysis.
- Ensure relevant sex- and age-disaggregated data are collected and analysed.
- Prepare periodic monitoring updates and contribute to the final results analysis.
- Maintain and hand over the monitoring database, tools and relevant documentation to EnDev.

Qualifications of key expert 1

- Education/training (2.2.1): Bachelor's degree in Monitoring and Evaluation, Statistics, Economics, Development Studies, Data Science, Energy, or a related field.

- Language (2.2.2): C2 -level language proficiency in English
- General professional experience (2.2.3): 5 years of relevant professional experience in monitoring and evaluation, data collection, analysis and results-based reporting.
- Specific professional experience (2.1.4): two years in Clean cooking sector
- Regional experience (2.1.6): one year in implementing regional projects

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

Short-term expert pool with minimum 1, maximum 1 member

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 short-term expert pool

- Develop and implement a communication and knowledge-management plan for the Demonstrator Project in coordination with EnDev.
- Document implementation experiences, user experiences, business cases, lessons learned and emerging results from the five demonstration sites.
- Develop five case studies/business stories highlighting the business experience, technology adoption and lessons from the demonstration sites.
- Produce 200 high-resolution photographs documenting the Demonstrator Project, technologies, users and business experiences.
- Develop agreed flyers, posters, user stories and other communication/visibility materials.
- Capture testimonials and practical experiences from food-vending MSMEs and PUE technology suppliers.
- Support learning and dissemination events and prepare relevant presentation and communication materials.
- Translate monitoring and business-case findings into practical knowledge products for MSMEs, technology suppliers, financiers, government and development partners.
- Ensure communication products appropriately reflect GESI considerations and user diversity.
- Ensure compliance with applicable GIZ/ENGAGE and EU visibility requirements.
- Organise and maintain the Demonstrator Project's documentation and knowledge repository.
- Support the final synthesis and production of the Demonstrator Project's final learning and scale-up materials.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 experts with university qualification in Bachelor's degree in Communications, Journalism, Development Communication, Media Studies, Public Relations, Knowledge Management or a related field

- Language (2.6.2): 1 expert with C2-level language proficiency in English
- General professional experience (2.6.3): 1 expert with five years of professional experience in the communications, knowledge management, documentation and development-sector communications.
- Regional experience (2.1.6): one year in implementing regional projects
- Specific professional experience (2.6.4): one year in Energy sector

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

6. Costing requirements

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

7. Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 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 CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 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. Evaluation criteria & scoring (procurement-ready matrix)

Technical Evaluation (70%)

- Approach and Methodology: Clarity, practicality, innovation, understanding of the requirements, proposed implementation approach, and measures for identifying and mitigating potential risks.
- Team and Key Personnel: Qualifications, relevant professional experience, technical expertise, roles and responsibilities, and level of commitment/time allocation of proposed personnel.
- Relevant Experience and References: Demonstrated experience in successfully delivering similar assignments, including relevant projects, client references, and

evidence of satisfactory performance.

- Monitoring, Evaluation and Sustainability: Quality and feasibility of the monitoring and evaluation approach, performance measurement mechanisms, reporting arrangements, and measures to promote sustainability and long-term value.

Financial (30%)

- Price and Cost Reasonableness (30 pts): realism, value for money, clarity of budget.

Total = 100 points

Bidders must score at least 70/100 to be considered for award (adjust threshold as appropriate).

9. Eligibility requirements (assessment of eligibility)

The evaluation of the proposals will involve an eligibility assessment. The consultancy firm shall have the following minimum requirements to be eligible for this assignment:

Eligibility:

- A technical proposal (shall include methodology, your understanding of TOR, workplan, proposed team & their credentials, previous similar orders handled with links, details of client, contacts, brief scope, value, etc) as per terms of reference. Any mention of bidder's financial offer details in the technical proposal shall result in automatic disqualification.
- 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 (registered permanent office).
- Registered URSB certificate of filing most recent Company Annual Returns, or its equivalent.
- Registered powers of attorney authorizing signatory/representative of the firm to sign agreements / documents on behalf of the firm.
- Bidder to share audited books of accounts for the last 3 financial years indicating average annual turnover of at least 25,000 EUROS.
- Share company organogram 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
- Bank issued UGX account details on a stamped bank headed paper which include (UGX Bank Account Name & Number, BIC/ SWIFT Code, Iban number)

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Expert 1. Team Leader	1	44	44	The experts will be engaged from the Last week of Jan 2027 to week one Sept 2027
Expert 2. M&E Specialist	1	65	65	The experts will be engaged from the Last week of Jan 2027 to week one Sept 2027
Expert 3. Knowledge Management	1	20	20	The knowledge Management experts can be on short term contracts
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	Lumpsu m	Lumpsum	70	10 days for demo site assessments & installation each, approx. 50 days monitoring & knowledge management (minimum of 2 days per location per region). Consultant to recommend a suitable cost-effective field approach if deviation from these estimates. Bidder to split accordingly among experts not to exceed 70 units in total.
Overnight Accommodation	Lumpsu m	Lumpsum	70	10 days for demo site assessments & installation each, approx. 50 days monitoring & knowledge management (minimum of 2 days per location per region). Consultant to recommend a suitable cost-effective field approach if deviation from these estimates. Bidder to split accordingly among experts not to exceed 70 units in total.
Fuel and vehicle cost	Lumpsum	Lumpsum	70	Field monitoring, project implementation and knowledge management. Bidder to split accordingly among experts not to exceed 70 units in total. Fuel reimbursement calculated at 7KM/LTR.
Other costs	Number	Price	Total	Comments

Knowledge Management Material	Lumpsu m	pax		The budget shall cover the following costs related to the production of the knowledge management products i.e. 200 photos, business case and success/impact stories, flyers, posters etc. 200 photos, business case and success/impact stories, flyers and posters
Communication (Airtime/ Data etc.)	Lumpsum	Pax	N/A	Communication and coordination during the project period
Operational / Implementation Costs are to be reimbursed on presentation of approval for their consumption and evidence of actual verified consumption.				

Remuneration	**Output**	**Timeline**
Interim Payment – 30 % of the contract amount.	Approved Inception Report with updated workplan and timelines.	At least 30 working days after contract signing.
Final Payment – 70% of the total contract sum	Completion of the entire remaining scope / assignment including:	At least 30 working days after submission and approval of the Final Report.

10. 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 (language).

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. The CVs can also be submitted in English (language).

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.

11. Annex Documents

- Technical Assessment grid that will be used to grade offers
- Commercial eligibility grid to guide bidders
- Justification grid guide to guide bidders
- General terms and conditions of contract
- Bid sheet Template to be used to make financial offer.
- Self-Declaration on EU Russia War sanctions to be answered, signed and included in technical proposal.
- Tender Instructions to guide bidders