

Terms of Reference (ToR) - Public Procurement Specialist (fixed term up to 4 months)

Position Title: Public Procurement Specialist (fixed term up to 4 months).

Type of the assignment (Staff/Consultant): Consultant

Organization Hiring: SNV Mozambique

Related Project: +SOL

Funding Partner: Sida (The Swedish International Development Cooperation Agency).

Expected period of performance: May – August 2026 (4 months)

Location/ Duty Station: Maputo, Mozambique

Section-1: Background

SNV is an international non-profit development organization founded in the Netherlands in 1965. With over six decades of experience, SNV maintains a long-term local presence in more than 20 countries across Africa and Asia. We believe that no one should live in poverty and envision a world where all people, regardless of race, class, or gender, have the freedom to pursue sustainable development. Our work focuses on two key areas: enhancing livelihoods by increasing incomes and employment opportunities in productive sectors such as agri-food systems, and improving access to essential services including clean energy, water, sanitation, and hygiene. To drive sustainable systems, change, SNV integrates gender equality and social inclusion, climate adaptation and mitigation, and institutional strengthening across all its interventions.

SNV Mozambique is implementing the +Sol Project, funded by Sida Sweden, to accelerate access to clean energy through the deployment of mini grids in rural communities in Tete, Niassa, Zambezia and potentially other provinces. To ensure bankable and compliant project pipelines, SNV is establishing a Project Preparation Facility (PPF) to support the design of tender approaches, preparation of tender documents, and facilitation of required approvals.

Section-2: Objective of the assignment

The Specialist will lead the preparation of public tender frameworks and documentation for mini grid projects under +Sol and similar programs, with close consultation with ARENE, ensuring compliance with Mozambican regulations, donor requirements, alignment with other existing programs like GET. Transform already supporting ARENE, and administrative requirements on acquisitions of public goods and services. The role will also support securing necessary approvals.

Section-3: Scope of Work

- Tender Strategy & Framework
 - Procurement strategy, aligned with ARENE and donors such as Green Climate Fund (GC) and European Union (EU).
 - Special regime approach and approval (if required).
 - Risk assessment related to tender strategy approach (regulatory, financial, technical).
 - Design of a transparent and competitive public tender approach for awarding private sector mini-grid concessions, including all required documents.
 - Align tender processes with Mozambique's regulatory framework and donor guidelines (GCF, EU).
- Tender Documentation & Systems
 - Review the existing tender documents as:

- Expression of Interests (EoI)
- Request for Qualifications (RfQ)
- Request for Proposals (RfP)
- Subsidy Agreement
- Concession contract
- Create the documents established for the launching of the tender based on the strategy selected.
- Regulatory & Special Regime Approvals
 - Facilitate approvals under Mozambique’s tender special regime. Analyze legally the need, justification, requirements and procedures to obtain special regime for the tender
 - Liaise with government authorities, regulators, and relevant stakeholders to ensure compliance.
- Capacity Building & Stakeholder Engagement
 - Provide training and guidance on tendering processes either to public and private sector.
 - Engage with stakeholders to build confidence in the tender system.
- Reporting & Knowledge Sharing
 - Produce periodic progress reports and a final completion report.
 - Document lessons learned and best practices for replication in future mini-grid projects.

Section-4: Deliverables

- Define the legal procedure under special regime and processes to be followed
- Revision of public tender approach framework for mini grid projects.
- Analysis of existing set of tender documents (EoI, RfQ, RfP, Subsidy Agreement, Concession Contract)
- Prepare set of documents for tender package, procedures and operational systems, including the documents required for publishing the public tender, such as guidelines, application templates, evaluation templates, guidelines for evaluation, and the contract template (subsidy and concession), including as minimum requirements:
 - Draft tender notice (public announcement).
 - Terms of Reference (ToR) for bidders (scope of work, performance standards).
 - Technical specifications for mini grids (generation, distribution, metering, quality of service).
 - Environmental and social safeguards (aligned with GCF/EU standards).
 - Grid integration and interoperability requirements.
 - Subsidy funding framework.
 - Co-financing requirements (private sector contributions, tariff models).
 - Financial evaluation criteria
 - Bid evaluation methodology (technical/financial/legal scoring matrix).
 - Evaluation report templates.
 - Contract award framework (transparency, dispute resolution).
 - Alignment notes with GCF/EU investment criteria and compliance, including letter of understanding between ARENE and the program. financiers (procurement transparency, anti-corruption safeguards).
 - E-tendering process and requirements.
 - Draft Q&A for bidders.
 - Timeline & milestones for tender process.
 - Communication plan (stakeholder engagement, public disclosure).
- Capacity-building workshops and training materials.
- Final report summarizing achievements, challenges, and recommendations.

Section-5: Qualifications

- Advanced degree in law, public administration, or related field.
- Minimum 7–10 years of experience in procurement support for project preparation, tendering, or energy infrastructure development.
- Proven expertise in public procurement processes, especially in the energy sector.
- Strong knowledge/understanding of Mozambican regulatory frameworks and donor-funded project requirements.
- Excellent stakeholder engagement and negotiation skills.
- Fluency in English; Portuguese proficiency strongly preferred.

Section-6: Duration of the assignment and Location

- Period: May – August 2026 (4 months).
- Base: Maputo, Mozambique, with travel to project sites as needed

Section-7: Eligibility Criteria - Mandatory (Pass/ Fail)

To be considered, bidders (firms or individual consultants) must meet the qualification as indicated in section 5 in addition to the following minimum requirements:

- Be a legally registered entity or individual consultant
- Have a minimum of 7 years of relevant experience in public procurement, tendering, PPPs, concessions, or energy infrastructure projects
- Demonstrate experience in at least two (2) similar assignments
- Not be debarred, suspended, or declared ineligible by the Government of Mozambique, SNV, or its donors (self-declaration required)

Administrative Documents (Submission Requirements)

For Companies:

- Certificate of Incorporation / Business Registration
- NUIT (for Mozambican entities, where applicable)
- Self-declaration of tax compliance

For Individuals:

- Copy of ID or Passport
- Tax registration / NUIT (where applicable)

Note: *The Tax Clearance Certificate and any additional compliance documentation may be requested from the successful bidder prior to contract award.*

Technical documentation (For Evaluation Purposes)

1. **Portfolio of relevant Past Projects:** Documentation of previous similar projects to demonstrate relevant experience and delivery capacity (mandatory)

For firms, delivery capacity will consider team composition and allocation of responsibilities. For individual consultants, capacity will be assessed based on demonstrated ability to manage and deliver complex assignments independently

2. **Key Personnel or proposed individual/consultant CV's** (mandatory)

For individual consultants, the assessment of 'Key Personnel' will be based on the qualifications, expertise, and capacity of the individual to deliver all aspects of the assignment, and evaluation will consider relevance, complexity, and role performed in similar assignments, rather than only the number of projects.

Financial proposal

By submitting an offer in response to this request, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the Mozambican Government. SNV will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the SNV or its Donors.

Section-8: Evaluation and award criteria

The award will be made using a **Quality and Cost-Based Selection (QCBS)** methodology, with a weighting of 70% technical and 30% financial, to determine the best value for money.

Only proposals achieving a minimum of 50% of the technical score will be considered for financial evaluation.

Financial proposals will be evaluated based on total cost. The lowest priced proposal will receive the maximum score (30 points), and other proposals will be scored proportionally.

An evaluation committee will be designated to review each proposal. SNV will be the sole judge of the proposals submitted under this tender. SNV reserves the right to accept or reject any or all offers, and to cancel the tender process and reject any or all offers for any reason at any time prior to award of the Service Agreement, without thereby incurring any liability to the affected bidder or bidders. During the evaluation, the bidder may be requested to supply additional information in writing concerning content and/or to clarify points in their responses.

The bidder shall bear all costs associated with the preparation and submission of its bid, and SNV will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this tender, an offer may be deemed “non-responsive” and thereby disqualified from consideration. SNV reserves the right to waive immaterial deficiencies at its discretion.

Best-offer proposals are requested. It is anticipated that award will be made solely based on these original proposals. However, SNV reserves the right to conduct any of the following:

- SNV may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this tender.
- SNV may cancel this tender at any time.
- SNV may reject any and all offers, if such action is considered to be in the best interest of SNV.

All complete proposals will be evaluated by SNV personnel according to the following criteria and only candidates who provides mandatory requirement will be considered for the subsequent steps of evaluations.

Proposal	Criteria	Description	Weight (%)
Technical evaluation	Methodology, Approach and Understanding of the Assignment	Assessment of the bidder’s understanding of the ToR, proposed approach to procurement strategy, tender design, regulatory compliance, donor alignment, and risk mitigation	30
	Relevant Experience and Track Record	Assessment of demonstrated experience in similar assignments, including public procurement, PPPs, concessions, and donor-funded projects. Evaluation will consider the relevance, complexity, and role performed in previous assignments, rather than only the number of projects. Experience in Mozambique or similar regulatory environments will be an asset.	20

	Key Personnel and Delivery Capacity	<p>Assessment of the qualifications, expertise, and ability to deliver the assignment.</p> <ul style="list-style-type: none"> • For firms: evaluation will consider the proposed team composition, roles, and level of effort. • For individual consultants: evaluation will be based on the individual’s qualifications, expertise, and demonstrated capacity to deliver all components of the assignment independently 	20
Financial evaluation		Budget must detail the costs for delivery of the assignment (including all relevant taxes: IVA and withholding taxes as applicable)	30
Total (%)			100

Section-9: Price Offer

The daily fee in proposals in response to this request must be priced on a fixed-price, all-inclusive basis, including delivery, taxes, duties, VAT, Withholding taxes and all other costs. Pricing can be presented in Mozambique Meticals, USD or EUR. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. Offerors are requested to provide proposals on official letterhead or format, for the illustration purpose please see below how the costs should be presented and also take a note that the daily workload must not exceed 8hrs. Please note that for non-tax resident in Mozambique, a 20% deduction for withholding taxes will be applied.

Illustrative budget structure

Daily net fee (8hrs/day)	Other relevant associated costs	Total daily fee	Total average number of days expected for the assignment	Total gross fee
a)	b)	c)=(a+b)	d)85 days	e)=(c*d)

*Taxes and other associated costs. (to be detailed)

Section-10: Payment terms

Monthly by acceptance of Timesheet and corresponding invoice related to milestones of activities. The timesheet and report shall present a comprehensive overview of the hours worked and services rendered and may include the corresponding deliverables as supporting documentation.

Section-11: Key compliance issues

- The service provider will adhere to the following SNV’s policies regarding:
 - Safeguarding
 - Code of Conduct
 - Fraud, Bribery and Corruption

Section-13: Proposals Submission and Deadline

All proposals must be submitted no later than 2026 April 19th 11h59PM Maputo time, through e-mail: mozbid@snv.org ; Subject: “Tender 04/OPSNV/2026-SNV+SOL- Public Procurement Specialist +Sol Project”.

All necessary questions and clarifications can be submitted to the address mentioned in section 13, and will be answered within 24h00 of submission.

Only proposals that meet the minimum requirements, according to the Terms of Reference, will be accepted, and only pre-selected candidates will be contacted at each stage of the proposal’s evaluation.

Full feedback will be provided only to shortlisted bidders, who may be invited for an interview during the proposal evaluation stage.