



21 October 2025

Request for quotation (RFQ) – UK PACT Expert Deployment

RFQ title	Institutional Strengthening of REA for Renewable Energy Scale-Up
RFQ issue date	21 October 2025
Terms of reference	The services to be delivered are detailed in the attached Schedule.
Project title	UK PACT - Institutional Strengthening of REA for Renewable Energy Scale-Up
Close date and time	12 November 2025 (12:00 BST)
Details for submission	Expertdeployments@ukpact.co.uk

Palladium as the delivery partner for the Foreign, Commonwealth and Development Office (FCDO) funded UK Partnering for Accelerate Climate Transitions (UK PACT) programme invites you to submit a quotation for the services detailed in this RFQ.

Please forward your quote in accordance with the Details for Submission above by the Close Date and Time. This RFQ includes the following materials:

Schedule 1 – Terms of Reference

Schedule 2 – Instructions for submission

Schedule 3 – Terms and Conditions

Annex I – RFQ Response Form

Annex II – Budget and workplan template

We look forward to your response. If you have any questions, please do not hesitate to expertdeployments@ukpact.co.uk

Schedule 1 - Terms of Reference

1.1. Overview of requirements

Name of project	Institutional Strengthening of REA for Renewable Energy Scale-Up
Country/region	Nigeria
Proposed start date	5 January 2026
Proposed end date	31 December 2026

1.2 Context and scope of work

The Rural Electrification Agency (REA) plays a central role in achieving Nigeria’s universal electricity access targets and in scaling renewable energy deployment across underserved communities. The agency’s growing portfolio—driven by national initiatives like the Energy Transition Plan, the Renewed Hope Infrastructure Development Fund, and the implementation of new energy technologies—has significantly expanded the technical and operational demands on its internal teams.

However, REA faces critical capacity challenges that constrain its ability to deliver at the scale and pace required:

- Limited technical bandwidth within the Power Systems and Technical Operations Unit to manage new and existing grid-connected projects.
- Absence of formalised project management systems within the Special Project Delivery Unit (SPDU), affecting project tracking, delivery oversight, and inter-departmental alignment.
- Insufficient institutional structures to support effective coordination of the off-grid stakeholder forum and maintain sector engagement.

Without targeted technical and managerial support, these gaps risk slowing REA’s implementation of key national energy transition programs, undermining the scalability and bankability of decentralised renewable energy (DRE) projects, and limiting the sector’s ability to attract private investment.

This technical assistance activity aims to address these constraints by embedding technical and managerial expertise across three workstreams:

1. **Technical Support for Electrification Projects** – enhancing REA’s technical capacity to plan, oversee, and deliver grid-connected and off-grid renewable energy projects.
2. **Project Management Support to the SPDU** – institutionalising robust tools and processes for project tracking, delivery oversight, and inter-departmental alignment.
3. **Off-Grid Sector Coordination** – strengthening REA’s ability to convene and coordinate the off-grid stakeholder forum, improving sector-wide engagement and alignment.

In addition, REA’s role in grid-based electrification is expanding. Findings from the Nigeria Electrification Strategy and Implementation Plan (NESIP) least-cost electrification analysis confirm that grid extension and densification are critical to achieving universal access, with approximately 25% of unelectrified Nigerians best served through grid expansion. This technical assistance will therefore also support REA to reimagine its grid extension model, embed public-private approaches, and implement scalable, investment-ready grid densification initiatives.

Through these workstreams, the technical assistance will enhance REA’s operational effectiveness, accelerate the delivery of bankable and innovative DRE projects, and strengthen the enabling environment for private sector participation in Nigeria’s clean energy transition.

Desired Outcome

By the conclusion of the technical support, REA and its wider ecosystem of renewable energy service companies (RESCOs) will have:

- Strengthened technical and institutional capacity to deliver sustainable, innovative, and bankable DRE projects at scale;
- Operationalised project management systems within the SPDU, enabling consistent tracking, coordination, and delivery of projects;
- Enhanced stakeholder coordination mechanisms, including a revitalised off-grid stakeholder forum that fosters regular engagement and alignment;
- Improved ability to support innovation, productive use of energy (PUE), and private investment, positioning REA as a central driver of Nigeria's clean energy transition;
- Established a reformed delivery model and project pipeline for grid extension and densification, with increased capacity to lead public-private partnerships and deploy scalable grid-connected electrification projects.

Overall, REA will be equipped to independently manage the full lifecycle of DRE projects; from planning and design through execution and monitoring, while coordinating diverse stakeholders and advancing initiatives that contribute directly to Nigeria's universal access and energy transition objectives.

1. Technical Support for Electrification Projects

Activities:

1A: Power Systems & Renewable Energy Technical Support

- Conduct technical reviews of solar hybrid mini-grid and standalone system designs, including load forecasting, grid integration studies, and verification of equipment specifications.
- Review and refine existing engineering templates and technical documents (e.g., Single Line Diagrams (SLDs), Bills of Engineering Measurement and Evaluation [BEMEs]) and conduct techno-economic assessments to harmonise approaches, close quality gaps, and deliver a unified set of standard documents that improve project quality and streamline procurement for solar hybrid mini-grid and standalone systems.
- Provide on-the-job mentoring and structured training for REA engineers, covering power systems engineering, renewable energy integration, and system optimisation.
- Support the feasibility assessment and pipeline development for emerging technologies (biomass, small hydro, wind, green hydrogen) to diversify REA's future project base.
- Assist with drafting and reviewing procurement packages, technical annexes, and quality assurance guidelines for bankable project design and delivery.
- Develop capacity-building materials for State energy agencies and RESCOs, aligned with REA technical standards.

GEDSI Considerations:

- Prioritise women's participation in technical training programmes related to renewable energy planning and delivery, with a $\geq 30\%$ participation target.
- Deliver dedicated GEDSI modules as part of all training activities, covering inclusive energy planning, disability access, and social equity.
- Engage women-led RESCOs in technical assistance and capacity-building activities.
- Ensure off-grid systems are designed with accessibility and inclusion in mind, benefiting women-led households and persons with disabilities.

1B: Power Grid Densification Technical Support

- Develop a strategic framework for grid extension and densification aligned with NESIP least-cost electrification planning and Nigeria's energy transition targets.
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- Redesign REA's existing grid extension delivery model to support scalable deployment through public-private partnerships (PPPs), third-party investment, and greater Electricity Distribution Company (DisCo) collaboration.
- Conduct technical feasibility studies and quality assurance for grid densification and extension projects in un(der)served areas.
- Coordinate with DisCos, state governments, development finance institutions (DFIs), private developers, and regulatory agencies to structure collaborative, investment-ready grid projects.
- Support institutional capacity building through training and mentoring on grid planning, digital distribution tools, and smart network design.
- Facilitate the integration of digital technologies and smart grid solutions (e.g., IoT-based monitoring, smart meters, real-time tracking) into REA's project pipeline.
- Structure technically and financially viable grid projects with clear investor pitches, sustainable delivery models, and robust risk mitigation strategies.
- Support REA's regulatory and policy engagement with NERC and other actors to enable open access, cost-reflective tariffs, and standardized public-private partnership (PPP) procurement frameworks for grid expansion.

GEDSI Considerations:

- Prioritise gender-sensitive planning by including gender-disaggregated data in grid extension assessments and targeting underserved communities, especially women-led households.
- Integrate GEDSI modules into grid planning training sessions for REA staff, with a ≥30% participation target for women.
- Promote inclusion of women-owned firms in grid project procurement by offering tailored outreach and pre-engagement support.

2. Project Management Support for SPDU

Activities:

- Design and institutionalise project management systems and tools (dashboards for portfolio tracking, GANTT milestone tracking, risk registers, and monitoring templates).
- Develop Standard Operating Procedures (SOPs) for project initiation, tracking, and evaluation to ensure consistency across teams.
- Establish regular internal coordination mechanisms across REA departments for priority programs (joint planning sessions, shared reporting frameworks).
- Build staff capacity through training on project tracking tools and SOPs, ensuring sustainability beyond the deployment.
- Maintain and regularly update a stakeholder and partner database (capturing contact information, engagement history, and classifications), shared with the Off-Grid Secretariat.
- Produce monthly briefs to REA management summarising project progress, stakeholder updates, and emerging risks, and compile quarterly internal reports to support executive decision-making.
- Support preparation of evidence-based management reports for FCDO, Ministry of Power, and development partners, aligning delivery with funding priorities.

GEDSI Considerations:

- Embed GEDSI metrics in project tracking systems, including the proportion of women in leadership roles, participation of persons with disabilities, and number of female-led RESCOs receiving support.
 - Collect and monitor gender- and disability-disaggregated data to assess project impact on marginalised groups.
 - Provide tailored project management tools and training for women-led RESCOs, including support on business planning, financing, and investment readiness.
 - Deliver gender-responsive project management training for REA staff, with modules on inclusive leadership, unconscious bias, and accessibility in project delivery.
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3. Off-Grid Coordination Support

Experts will conduct a quick mapping or audit of existing dashboards (e.g., from the Ministry of Power, GIZ-NESP, SEforALL, World Bank, etc.) and engage stakeholders early to determine if integration or enhancement of an existing platform is required or if there's a need for the development of a digital engagement platform to centralise communications and performance tracking, while also supporting the creation of sector-wide reporting mechanisms. Through these interventions, REA will better align with public and private actors, reduce duplication, and improve sector-wide visibility of results and lessons learned.

Activities:

- Revamp and relaunch REA's Off-Grid Stakeholder Coordination Forum, establishing thematic working groups (financing, productive use of energy, technology innovation) and structured agendas for actionable outcomes.
- Plan and deliver at least two national forums each year, engaging subnational governments, donors, and private developers to align priorities and co-develop solutions.
- Maintain and update a stakeholder directory, engagement calendar, and quarterly stakeholder engagement strategy and activity log (tracking partnerships, progress, and next steps).
- Conduct mapping and technical assessment of existing sector dashboards and data platforms (Ministry of Power, SEforALL, GIZ-NESP, World Bank) - including robust stakeholder engagement - and recommend integration or enhancements toward a unified coordination platform to centralise communications and performance tracking, while also supporting the creation of sector-wide reporting mechanisms.
- Collaborate with REA's Communications Unit to produce quarterly sectoral newsletters, monthly management briefs, and an annual stakeholder performance report, highlighting progress, lessons learned, and opportunities.
- Systematically document outcomes of all forums and roundtables (minutes, action trackers, and knowledge products) and ensure follow-up actions are monitored.

GEDSI Considerations:

- Integrate a GEDSI module into all stakeholder forums and sector coordination meetings, addressing barriers faced by women and marginalised groups in the off-grid sector.
- Ensure forums and roundtables are inclusive, with equal opportunities for women to participate, lead discussions, and influence decision-making. Target $\geq 30\%$ female representation in key panels or working groups.
- Actively identify and elevate the participation of female entrepreneurs and women-led organisations, assigning them leadership roles in thematic working groups (e.g., innovation, financing).
- Track and report GEDSI-related participation metrics across all stakeholder engagements, using disaggregated data to inform continuous improvement in inclusivity.

1.3 Outputs and timelines

Output	Description	Milestones (Detailed Deliverables)	Deliverable Due	Acceptance Criteria / Sign-off
(Workstream 1A) -1.A.1. Technical Toolkit & Capacity Building for Power Systems	A package of technical templates, QA tools, and GEDSI-integrated training modules to build REA's capacity to assess, manage,	- Draft standardised templates (SLDs, BEMEs, techno-economic tools) tested on live REA projects	Jan–Mar 2026	Each milestone reviewed by REA Technical Services Directorate and approved by UK PACT team.
		- Engineering review protocols and QA checklists drafted and approved.	Apr 2026	Templates and QA tools tested on a target of five (5) live projects

Output	Description	Milestones (Detailed Deliverables)	Deliverable Due	Acceptance Criteria / Sign-off
	and deliver DRE projects at scale	- Load estimation validation reports for electrification sites. - QA review of REA project designs (mini-grids, standalone, grid extension) using adopted QA templates. - Concept notes and technical briefs on emerging technologies. - Mentorship plans and performance tracking documents for REA engineers delivered. - Quarterly technical mentoring logs compiled and submitted - Final technical toolkit (templates, QA guides, PUE module) - Training on digital design tools and energy system modeling integrated into modules. - Final consolidated toolkit, lessons-learned report, and sustainability handover package delivered.	- Apr–May 2026 - May–Jun 2026 - Jul 2026 - Jul–Aug 2026 - Mar –Dec 2026 - Sep –Oct 2026 - Oct 2026 - Dec 2026	
Grid Extension & Densification Strategy Toolkit (Workstream 1B)	A comprehensive strategic framework and technical package to support REA’s grid-based electrification programmes, with tools to attract private investment, facilitate PPPs, and strengthen REA’s institutional capacity.	- Diagnostic review and comparative analysis of REA’s current grid extension delivery model completed and documented. - Revised REA delivery model for grid extension and densification drafted and validated with stakeholders. - Stakeholder consultations with DisCos, DFIs, and state governments conducted and documented - Draft investment-ready pipeline of grid-connected projects prepared and circulated. - Feasibility assessments for a target of three (3) grid densification sites	- Jan–Feb 2026 - Mar –Apr 2026 - Apr –May 2026 - May –Jun 2026 - Jun–Jul 2026	Each milestone reviewed by REA Technical Services Directorate and approved by UK PACT team. Toolkit and QA tools validated on a target of ≥3 pilot sites.

Output	Description	Milestones (Detailed Deliverables)	Deliverable Due	Acceptance Criteria / Sign-off
		conducted using QA templates.		
		- Technical QA reviews aligned with grid code and NESIP least-cost principles.	Jul–Aug 2026	
		- Strategy brief on PPP contracting, private sector incentives, and DisCo partnerships submitted.	Aug 2026	
		- Engagement summary and reform proposals submitted to NERC/FMoP on enabling frameworks for private grid investment.	Sep–Oct 2026	
		- PPP-ready project structuring templates or financial models developed and shared with REA and DFIs	Oct 2026	
		- Training delivered to REA staff on smart grid tools, PPP models, and grid planning.	Oct–Nov 2026	
		- Digital grid technologies, monitoring tools, and smart metering integrated into pilot proposals.	Nov 2026	
		- Final strategy toolkit, technical briefs, and sustainability handover package delivered.	Dec 2026	
Operationalised Project Management System & Sustainability Plan for SPDU (Workstream 2)	Embedded project management and reporting systems, with trained staff, enabling SPDU to track, coordinate, and report on high-priority projects independently beyond the deployment.	- Draft dashboards, SOPs, and risk registers piloted on active SPDU-managed projects.	Jan–Mar 2026	Each milestone reviewed and approved by REA leadership and UK PACT. Dashboards, SOPs, and risk tools demonstrated in use on a target of three (3) SPDU projects; quarterly briefs verify adoption across REA.
		- Internal coordination framework established across REA departments, with SOPs for reporting and decision-making drafted	Apr 2026	
		- First SPDU staff training delivered, including modules on portfolio tracking and risk management.	May–Jun 2026	
		- Quarterly portfolio performance briefs compiled using new systems	Mar–Dec 2026	
		- At least two mentoring/refresher	Aug–Oct 2026	

Output	Description	Milestones (Detailed Deliverables)	Deliverable Due	Acceptance Criteria / Sign-off
		training rounds for SPDU staff completed (covering dashboard use, risk tools, and SOP compliance).		
		- Systems refined and finalised after live testing; validated by REA M&E Department and integrated into routine reporting cycles.	Oct–Nov 2026	
		- Final sustainability handover package delivered (dashboards, SOPs, reporting cycle, lessons-learned report).	Dec 2026	
Revamped Off-Grid Stakeholder Coordination Platform & Knowledge Products (Workstream 3)	A sustainable, REA-led coordination mechanism, supported by tools (dashboard, newsletters, briefs) and structured engagement (forums, roundtables) to align donors, RESCOs, DFIs, and subnational governments and improve sector-wide investment flows.	- Stakeholder directory and first engagement strategy validated, circulated to forum members, and stored in an updated database.	Feb–Apr 2026	Each milestone reviewed and approved by REA leadership and UK PACT. Dashboard updated quarterly; stakeholder database and engagement calendar verified for accuracy; survey data collected; confirmed handover of dashboard, forums, and knowledge products to REA.
		- Donor Mapping Dashboard launched and updated quarterly, with research briefs on new stakeholders circulated.	Apr–Nov 2026	
		- Relaunch of Off-Grid Stakeholder Coordination Forum; at least two national forums with full documentation (minutes, action trackers, participation analysis).	Apr–Nov 2026	
		- Quarterly sectoral newsletters produced in collaboration with REA Communications unit; monthly briefs to REA management compiled.	Apr–Nov 2026	
		- Annual Stakeholder Performance Report and targeting three (3) knowledge products (policy briefs/case studies) delivered, drawing from forum and dashboard insights.	Oct–Nov 2026	
		- Final handover of dashboard, stakeholder engagement calendar, forums, and knowledge products to REA.	Dec 2026	

1.4 Required expert qualifications and experience

A team of technical experts and project management support should be suggested in proposals, with CVs provided (max two-pages per CV). It is estimated that at least four (4) experts will be required to deliver the requirements, with roles and responsibilities detailed below.

Bidders are welcome to propose alternate structures, but the proposed team should cover at minimum the following roles:

- 1) Power Systems & Renewable Energy Senior Expert,
- 2) Grid Extension & Densification Senior Expert,
- 3) Programme Coordination & Project Management Senior Expert, and
- 4) Stakeholder Engagement Specialist.

It is expected that at the first two listed experts will be full-time dedicated to the project and located in Abuja to directly support the REA. The other specified roles, plus any project leadership, support or technical advisory roles may be part-time and based in Abuja, or available to travel to Abuja as needed.

More detail on the specific roles is provided below:

1) Power Systems & Renewable Energy Senior Expert

A highly experienced engineer and technical advisor with deep expertise in decentralised renewable energy systems, including solar mini-grids, standalone systems, and emerging technologies. This expert will lead Workstream 1A, conducting rigorous technical design reviews, developing standardised templates and quality assurance (QA) protocols, performing techno-economic analyses, and mentoring REA engineering teams. The expert must possess the ability to assess grid integration, perform techno-economic analyses, and train REA staff in modern energy access planning tools and digital system analytics. The expert is expected to collaborate with OEMs, EPCs, ISOs, and utilities to ensure practical, implementable solutions, and contribute to innovation pilots, concept notes, and technical briefs. This expert's time is expected to be fully dedicated to the project.

- Master's degree (or higher) in Electrical Engineering, Renewable Energy Systems, Energy Systems Planning, or a related discipline
 - Professional certification in renewable energy system design, grid integration, or QA/QC (e.g., CEng, PE) highly desirable.
 - Training in techno-economic modelling and digital design tools preferred.
 - Senior-level professional experience in decentralised renewable energy, including hybrid mini-grids, standalone systems, and grid-connected rural electrification.
 - Proven track record working in Nigeria or comparable emerging markets, with deep familiarity with DRE programs and regulatory frameworks.
 - Experience in project preparation, techno-economic analysis, and renewable system optimisation in emerging markets.
 - Experience mentoring and building technical capacity within public sector institutions.
 - Demonstrated ability to develop engineering review protocols, QA checklists, and standardised specifications (SLDs, BEMEs).
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- Experience developing Standard Operating Procedures (SOPs) and implementation manuals.
- Strong track record producing load estimation validation reports, grid feasibility studies, and technical compliance reports aligned with national and international standards.
- Expertise in techno-economic feasibility assessments and Levelised Cost of Energy (LCOE) modeling for projects
- Experience collaborating with OEMs, EPC contractors, ISOs, and utilities to validate technical solutions and strengthen project delivery.
- Capability to produce concept notes, technical briefs, and pilot evaluation reports on emerging technologies, integrated into REA's strategy
- Experience delivering structured training on energy analytics, digital engineering tools, and design optimisation.

2) Grid Extension & Densification Senior Expert

A senior technical and strategic advisor responsible for delivering Workstream 1B. This expert will provide leadership on the redesign and implementation of REA's grid extension and densification framework, aligning it with least-cost electrification planning, investment mobilisation, and private sector participation. The expert will oversee feasibility studies, engineering quality assurance, and pipeline development, while championing the adoption of digital grid solutions. The role will also strengthen REA's institutional readiness by embedding training, knowledge tools, and regulatory inputs to drive policy reform and implementation. This expert's time is expected to be fully dedicated to the project.

- Master's degree in Electrical Engineering, Power Systems, Energy Planning, or a closely related discipline.
 - Advanced certification or training in grid electrification, utility-scale planning, or PPP structuring preferred.
 - Familiarity with modern distribution design tools and smart grid technologies is an advantage.
 - Senior-level experience in power distribution, grid planning, or large-scale electrification programmes.
 - Track record leading grid extension or densification initiatives, preferably within PPP, DFI, or donor-funded contexts.
 - In-depth understanding of Nigeria's electricity market structure, DisCo operations, and regulatory frameworks.
 - Experience working with multilateral development institutions, utilities, and private developers on energy infrastructure projects.
 - Demonstrated expertise in designing strategic frameworks and delivery models for grid expansion and densification.
 - Proven ability to lead technical design reviews, QA processes, and investment readiness assessments for grid-based projects.
 - Experience facilitating collaborative grid projects with DisCos, DFIs, regulators, and subnational governments.
 - Skilled in developing PPP structures, standardised contracting arrangements, and regulatory engagement tools.
 - Experience delivering structured training, mentoring, and institutional support on modern grid planning tools and financing models.
 - Familiarity with integration of smart technologies (e.g., digital monitoring, IoT, smart metering) to enhance performance and customer engagement.
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- Strong analytical, communication, and stakeholder management skills, with the ability to produce strategic briefs, policy memos, and evaluation reports.

3) Programme Coordination & Project Management Senior Expert

An experienced institutional strengthening and coordination professional responsible for leading Workstream 2. This expert will design and institutionalise project management tools and systems (dashboards, risk registers, SOPs), establish cross-departmental coordination frameworks, produce portfolio briefs, and mentor SPDU staff to ensure project tracking and reporting systems are sustained beyond the deployment. This expert's time is expected to be dedicated at least on a part-time basis to the project.

- Master's degree in Project Management, Engineering Management, Public Administration, or related field.
- Professional certification (PMP, PRINCE2, or equivalent) is an asset.
- Training in organisational change management or institutional capacity development desirable.
- Mid- to senior-level experience in project portfolio management, institutional strengthening, or coordination roles within public institutions or energy sector programmes
- Track record embedding project management tools and systems (dashboards, SOPs, reporting cycles) in complex institutional environments
- Experience in working with cross-functional public sector teams and managing internal reporting structures.
- Experience delivering structured mentoring and capacity-building initiatives.
- Skilled in designing and operationalising project dashboards, risk registers, SOPs, and inter-departmental reporting systems.
- Demonstrated ability to establish coordination frameworks and knowledge-sharing protocols across departments.
- Ability to track and monitor project progress across portfolios, ensuring alignment with goals, timelines, and funding cycles.
- Proven capability to produce quarterly portfolio performance briefs and sustainability handover packages for institutional adoption.
- Familiarity with donor-funded reporting requirements and adaptive project management practices.

4) Stakeholder Engagement Specialist

An experienced engagement professional responsible for leading Workstream 3 while also supporting the SPDU with external engagement functions. This expert will manage the stakeholder engagement strategy, oversee the stakeholder database and engagement calendar, produce research briefs on emerging partners, maintain the donor mapping dashboard, coordinate forums and roundtables, and produce quarterly newsletters and monthly briefs to REA management. They will also ensure all engagement activities embed GEDSI considerations and that outputs (Annual Stakeholder Performance Report, policy briefs, case studies) feed directly into REA's strategy and sector coordination processes. This expert's time is expected to be dedicated at least on a part-time basis to the project.

- Bachelor's or Master's degree in Communications, Development Studies, Political Science, Energy Economics or related fields.
 - Certification or training in stakeholder engagement, public relations, or partnership management desirable.
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- Mid- to senior-level experience in stakeholder engagement, donor coordination, or public-private partnership management in the energy or development sector.
- Experience facilitating dialogue between public institutions, private sector actors, and development partners.
- Strong knowledge of Nigeria's energy sector landscape and donor-funded initiatives.
- Expertise in developing and executing stakeholder engagement strategies, activity logs, and maintaining up-to-date stakeholder directories and databases.
- Demonstrated ability to coordinate and manage high-level stakeholder forums, thematic working groups, and public-private dialogues
- Strong interpersonal and writing skills to support multi-stakeholder alignment, especially across DFIs, RESCOs, and REA departments.
- Skilled in producing policy briefs, case studies, newsletters, and management briefs
- Experience in overseeing event logistics (registration, materials, documentation) and integrating engagement insights

1.5 Reporting

Alongside the project specific reporting outlined in the output section and below, the supplier will also be required to align with the UK PACT monitoring and reporting governance framework which includes:

- **Monthly Reports:** Capturing progress toward deliverables, changes in timelines, implementation risks, support provided to individuals and institutions, and a summary of GEDSI-related progress.
- **Training Data & Disaggregation:** For all trainings or workshops, the supplier must collect sex-disaggregated data and, where feasible, data on age, disability status, geography, and other relevant social indicators.
- **Final Project Report:** A comprehensive project close-out report summarising activities, outputs, outcomes achieved, challenges encountered, lessons learned, and strategic recommendations for future REA or donor action.

To report against standard UK PACT indicators, the supplier will also need to collect and report disaggregated data on the organisations and individuals participating in workshops and trainings. Disaggregation should cover gender as a minimum and include age and disability where feasible.

All reporting templates and guidance will be provided by the UK PACT Nigeria Fund Management Team. The supplier will be expected to align with existing templates and submit all reports within specified deadlines.

Reporting to REA:

The expert team will report to designated focal points within the Rural Electrification Agency (REA), providing regular updates on progress, key milestones, risks, and decisions requiring REA's input.

- The **Programme Coordination & Project Management Senior Expert** will serve as the **Reporting Coordinator**, responsible for coordinating external reporting and ensuring strategic alignment with REA and UK PACT objectives.
- Each expert will report biweekly (or as agreed) to their assigned REA counterparts to provide technical updates, flag risks, and solicit guidance on implementation.
- The Reporting Coordinator will consolidate inputs from all four experts into a monthly summary for REA leadership, outlining progress, milestones achieved, anticipated risks, and key decisions required.

1.6 Budget and contracting

The maximum budget is GBP 202,500. The supplier must provide a breakdown of budgeted personnel and expenses using Annex II.

The budget must include personnel and expenses and be inclusive of all applicable local taxes. Suppliers who plan to deliver via a Nigeria-based entity will engage in a subcontract with Palladium Nigeria in Naira.

Suppliers who plan to deliver via a UK-based entity will contract with Palladium International Limited on a GBP contract. UK VAT is chargeable where applicable but is excluded from this budget cap. UK-based services in our supply chain (i.e. a UK company providing services to PIL) is not VAT exempt, but VAT is recoverable. To allow for this recovery, UK-VAT must be separated out from the activity cost.

Expenses should cover any necessary costs of any workshop/conference logistics, printed materials if the supplier intends to use them during the in-person training session(s) and workshops, any interpretation & translation services, and/or travel & accommodations of the supplier's delivery team to attend in-person training session(s). Managing these logistical aspects is a component of the service expected.

The successful supplier having passed the requisite due diligence checks will enter into a subcontractor agreement with Palladium for the delivery of these services on a time and materials basis. The exact milestone structure will be agreed between both parties during contract mobilisation.

The supplier will submit a monthly invoice, forecast and progress update

Schedule 2 – Instructions for submission

2.1 Eligibility

What type of organisations can apply?

We invite applications from organisations with relevant experience in delivering technical assistance and capacity-building projects in relevant sectors. This includes the private sector, think tanks, consultancies, academic institutions, community organisations, NGOs, professional associations, and other similar entities with the expertise required to implement eligible projects.

Government agencies, government departments, staff and state-owned enterprises are not eligible to receive UK PACT funding, either as lead applicants or consortium partners.

What types of costs are eligible?

Eligible costs may include:

- Consultancy and/or staff time required to deliver project activities;
- Reasonable travel and subsistence expenses;
- Direct activity-related costs such as workshops, seminars, report production, translation, and similar outputs.

Ineligible costs include infrastructure, hardware, or the purchase of tangible assets.

This project will be managed under a subcontract, not a grant agreement. As a result, overheads cannot be charged as a separate cost line. All overheads and profit must be built into the daily rates provided in your budget.

2.2 Submission process

Timeline

Stage	Date
1. Terms of Reference (ToR) and application process launched	21 October 2025
2. Date for confirmation of intention to bid	30 October 2025
3. Deadline for receipt of clarification questions	30 October 2025
4. Deadline for submission of applications	12 November 2025
5. Applicants notified of project selection	28 November 2025
6. Due diligence complete	19 December 2025
7. Agreement signature	22 December 2025

Applicant guidance

Interested suppliers should complete and submit the below documents to expertdeployments@ukpact.co.uk with the subject line: **RFQ Submission – [Supplier name]**
Institutional Strengthening of Nigeria REA for Renewable Energy Scale-Up

- **RFQ Response form**
- **Budget and Workplan Template**

- **CVs of key experts or personnel** (max two pages per CV)

Please note the following key dates:

- **Expression of Interest:** Please email us by 30 October 2025 (12:00 BST) to express your (non-binding) interest in submitting a quotation and receiving tender updates by emailing expertdeployments@ukpact.co.uk
- **Deadline for Queries:** 30 October 2025 (12:00 BST) - Clarification questions must be sent using the template provided in Annex III
- **Submission Deadline:** 12 November 2025 (12:00 BST)

2.2 Evaluation criteria

Criteria	Category	Weighting
Technical	Approach and methodology	30%
	Personnel	50%
Commercial	Competitiveness of the supplier's personnel cost	20%
Total		100%

2.2.1 Technical evaluation

The technical criteria will be evaluated by the procurement panel using the scale detailed below:

Score	Description
5 (Excellent)	Demonstrates an expert understanding of the project and proposes excellent and accurate solutions which address all requirements, and which are innovative where appropriate. Responses are excellently tailored to the context in all aspects. The level of detail and quality of information provides the highest degree of confidence in the ability to deliver.
4 (Very Good)	Demonstrates a very good understanding of the topic relating to delivery of the project. Responses are relevantly tailored to the context in the majority of aspects. There is sufficient detail and quality of information to give a strong level of confidence that they will deliver.
3 (Good)	Demonstrates a good understanding of the topic relating to the delivery of the project. Responses are reasonably tailored to the context for many of the aspects. There is a good level of detail and quality to give a good level of confidence that they will deliver.
2 (Satisfactory)	Demonstrates a satisfactory understanding of the topic relating to delivery of the project. Some appetite to tailor to context where required. Provides a limited level of detail and the quality of information provided gives only some level of confidence that they will be able to deliver satisfactorily.
1 (Unsatisfactory)	Demonstrates a poor understanding of the topic relating to delivery of the project. Poor tailoring to the context where this is required. Generally, an unsatisfactory and a low level of quality information and detail, leading to a low level of confidence that they will deliver.

0 (Fail)	Failure to address the material requirements of the project. No tailoring of responses to meet the context. No quality responses providing no confidence that they will deliver.
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2.2.2 Commercial evaluation

The commercial evaluation will be conducted using the total personnel cost quoted in the Schedule III - Budget and Workplan (Cell V15 of "Budget Summary" sheet, the Personnel Total).

Supplier scores will be calculated relative to the lowest price supplier using the formula below:

$$((\text{Personnel cost of lowest price supplier} / \text{personnel cost of supplier}) * \text{price weighting } 20\%)$$

Where scoring has not identified a clear winning supplier, the top supplier(s) may be invited to an interview to finalise the evaluation and/or a Best and Final Offer process may be used to differentiate between suppliers of equal scoring.



Terms and Conditions

- 1. Quote conditions**

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in GBP.
- 2. Quote Lodgement**

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.
- 3. Evaluation**

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.
- 4. Alterations**

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.
- 5. The Company's Rights**

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers
- 6. Amendments and Queries**

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties. Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.
- 7. Clarification**

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.
- 8. Confidentiality**

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote. The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process
- 9. Alternatives**

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.
- 10. Reference Material**

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.
- 11. Price Basis**

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price. The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for Services.
- 12. Financial Information**

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Services over the term of any agreement. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.
- 13. Referees**

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.
- 14. Conflict of interest**

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).
- 15. Inconsistencies**

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:
(a) these Terms and Conditions;
(b) the first page of this RFQ; and
(c) the Schedule so that the provision in the higher ranked document will prevail to the extent of the inconsistency.
- 16. Collusion and Unlawful Inducements**

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process. Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration. Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.
- 17. Jurisdiction**

This Agreement shall be subject to the laws of the Jurisdiction. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such



arbitration as the final adjudication of any such dispute. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of services being provided. In the provision of the Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ. If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.