



# ACTIVITY TERMS OF REFERENCE - COSME

## ACTIVITY DETAILS

**Activity Name:** Procure and distribute solar kits and solar panels

## ACTIVITY INTRODUCTION

COSME project aims at increasing access to resilience building assets and opportunities for women. Specifically focusing on providing Solar and improved technology solutions to targeted women to reduce fuelwood harvesting, improve air quality, and reduce time poverty. These Terms of Reference aims at procuring and distributing solar lighting kits to targeted women. In addition, the recipients will be trained on operation, maintenance and the benefits of the kits in relation to environmental conservation and- in reducing time poverty.

## ACTIVITY OBJECTIVE

The activity aims to achieve the following:

- Procurement of solar lighting kits for 1500 direct participants
- Distribution of solar lighting kits to 1500 participants.
- Train recipients on operation, maintenance and the benefits of the kits in relation to environmental conservation and- in reducing time poverty.

## DELIVERY METHODOLOGY

The activity will be implemented by a supplier/vendor specializing in solar energy technology with an established presence in Kwale and Kilifi. The selected vendor should possess the **capacity to conduct or facilitate comprehensive training for recipients on basic household system installation**. Preference will be given to vendors with accessible agents or retail outlets where participants can report system failures and seek support. The vendor must offer a **minimum two-year warranty** for the products and provide a dedicated customer service line for recipients to obtain guidance on system operation and maintenance. Distribution of the kits will be done to members of Conservation groups working with the COSME project across Kwale (Lungalunga & Msambweni Sub-counties) and Kilifi (Mwangea in Ganze, Takaungu & Chonyi) at their respective meeting points.

## DESCRIPTION OF THE SOLAR LIGHTING SYSTEM

1. Full package lithium – ion NMC battery control unit, 12V, fitted with ports and cables for connecting bulbs and for charging electronics such as mobile phone. The battery must be protected by a casing for safety of the users.
2. A compatible solar panel sufficient to charge the battery specified above
3. At least three bulbs that can be replaced in case of damage.
4. Equipped with a security system that can help to switch the device off in case of theft.

5. At least two-years warrant.

## EXPECTED OUTPUTS

1. 1500 participants provided with solar lighting kits
2. 1500 participants trained on operation, maintenance and the benefits of the kits in relation to environmental conservation and in reducing time poverty.
3. 1500 solar lighting kits **installed in the homes of the community members in the 5 locations.**

### Plan's Child Safeguarding Policy and Code of Conduct

The personnel undertaking these assignments must demonstrate a commitment to strictly adhere to Plan's Child Safeguarding Policy and Plan's Code of Conduct. It is the responsibility of Plan International Kenya to ensure that all persons hired, used, or otherwise consulted for this exercise are made familiar with the policies and agree to abide by them before their services are agreed to.

### Safety

The service provider shall take all necessary steps to ensure that safety protocols are observed including relevant certification from public health and any other requirements to reduce safety risks. PIK shall not be held liable for any lapse in safety

### Quality Assurance

The Vendor should ensure all personnel engaged undertake their respective roles and deliver the expected results. Any limitations or challenges should be communicated as soon as they are noticed and captured in the reports. PIK will be carrying out monitoring during the execution of the activities to enhance quality.

### Below are the mandatory tender instructions:

Eligible bidders should attach valid documentations, and be able to meet the following minimum requirements: -

1. Attach complete company profile
2. Must be a registered company (Attach certificate of Incorporation/registration)
3. KRA VAT, PIN registered and current/valid Tax Compliance Certificates(Attach documentations)
4. Attach details of similar or relevant works completed within the last two years
5. Indicate **delivery lead time** on your quotation.
6. Indicate whether prices are inclusive or exclusive of VAT where applicable. Grand total should be inclusive of all government taxes
7. Indicate if you accept to supply as per our credit policy of payment within 30 days after delivery.
8. Fill attached document (confidential business questionnaire)

### Submission of Tenders

All applications must be submitted in one email with the subject: **Tender No. KCO/39/06/FY25: SUPPLY AND DISTRIBUTION OF SOLAR LIGHTING KITS TO CONSERVATION GROUPS** as the subject and received through the email: [Kenya.Bids@plan-international.org](mailto:Kenya.Bids@plan-international.org)

Closing date for submission of complete application is **17<sup>th</sup> July 2025 COB**

**Note: Financial and Technical Proposals must be submitted as separate documents/files.**  
**Any enquiries should be addressed through [Kenyaprocurement.Kilifi@plan-international.org](mailto:Kenyaprocurement.Kilifi@plan-international.org)**

*Plan International Kenya reserves the right to accept or reject any bid and is not bound to give reasons for its decisions.*

**(CONFIDENTIAL BUSINESS QUESTIONNAIRE).**

**PART 1-GENERAL INFORMATION (To be filled by the bidder)**

**a) Business Name**.....

**b) Location of business premises**

Country/Town.....

Plot No. ....

Street/Road.....

Name of building.....

Floor.....Room No.....

**c) Postal Address**.....

Code.....Town.....

Tel No.....

Fax No.....

Email Address.....

**d) Nature of Main Business**.....

Certificate of Registration/Incorporation No.....

Trade License No.....

V.A.T Registration No.....

PIN No.....

City /County Council License No.....

Income Tax Compliance Certificate No.....

**(Must attach copies of all the above documents)**

e) Name of your Bankers.....

Branch.....

**Part 2 (a)- Sole proprietor**

Name in full.....

Age.....

Nationality.....

Country of origin.....

**Part 2 (b)- Partnership**

Give details of partners as follows:

Name in full	Nationality	Citizen Details	Shares
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**Part 2 (c)- Registered Company**

a). Private or public (state whichever is applicable) .....

b). State the nominal and issued capital of the company:

Nominal Kshs. ....

Issued Kshs. ....

c). Give details of all directors as follows:

Name in full	Nationality	Citizen Details	Shares
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- |        |       |       |       |
|--------|-------|-------|-------|
| 1..... | ..... | ..... | ..... |
| 2..... | ..... | ..... | ..... |
| 3..... | ..... | ..... | ..... |
| 4..... | ..... | ..... | ..... |

**DECLARATION**

I/We the undersigned certify that the information given above is accurate and correct to the best of my/our knowledge. For and on behalf of the supplier

Name	Signature
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Date	Position
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