

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

Development of two videos for AFROSAI-E focusing on gender equality in Supreme Audit Institutions in Africa	Project number/ cost centre: 17.2088.7.002.00
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0. List of abbreviations

AFROPAC	African Organization of Public Accounts Committees
AFROSAI	African Organization of Supreme Audit Institutions
AFROSAI-E	African Organization of English-speaking Supreme Audit Institutions
ATAF	African Tax Administration Forum
AUC	African Union Commission
AVB	General Terms and Conditions of Contract (“local terms and conditions”) for supplying services and work 2022
BMZ	German Federal Ministry for Economic Cooperation and Development
CABRI	Collaborative African Budget Reform Initiative
ETIM	Department for Economic Affairs, Trade, Industry and Mining
GFG	Good Financial Governance
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
HR	Human Resources
IFF	Illicit Financial Flows
INTOSAI	International Organization of Supreme Audit Institutions
ISSAI	INTOSAI Standards for Supreme Audit Institutions
SAI	Supreme Audit Institution
ToRs	Terms of reference

1. Context

The Good Financial Governance (GFG) in Africa programme promotes transparency and accountability in public financial management and is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). Its objective is to empower Good Financial Governance change agents in the areas of taxation, budgets, financial control, and legislative financial and budgetary supervision in Africa to support systemic changes in African countries and reduce illicit financial flows in Africa.

The backbone of the programme is the partnership with networks of African government officials in the areas of taxation, external audit, budgeting and fiscal oversight to support their aim to strengthen public financial management capacities across Africa. These pan-African networks are the African Tax Administration Forum (ATAF), the Collaborative Africa Budget Reform Initiative (CABRI), the African Organisation of Supreme Audit Institutions (AFROSAI) and the African Organisation of Public Account Committees (AFROPAC). The programme supports these partner organisations in offering technical expertise, training and exchange opportunities to their members to develop and implement joint standards and improve financial governance. Furthermore, the programme works closely with the African Union Commission (AUC) – Department for Economic Affairs, Trade, Industry and Mining (ETIM) in the area of illicit financial flows (IFF).

The African Organization of English-Speaking Supreme Audit Institutions (AFROSAI-E), a linguistic subgroup of AFROSAI, is a member-based institution with 26 Auditors-General from English and Portuguese-speaking African countries making up the Governing Board. The organisation was established in 2005 with the shared vision to make a difference in the performance of its member Supreme Audit Institutions (SAIs). A Secretariat was established to support the 26 member SAIs in Africa with capacity building initiatives to fulfil their mandates. The Secretariat is hosted by a member SAI (currently the Auditor General of South Africa) and the head of that SAI has an oversight responsibility in terms of article 11(3) of the Statutes and reports to the Governing Board on an annual basis. The Secretariat, which is based in Pretoria, South Africa, is made up of 23 permanent staff members. The Secretariat is led by a Chief Executive Officer appointed by the Governing Board. Through capacity building interventions, the Secretariat empowers members to optimise their audit performance to comply with the INTOSAI Standards for Supreme Audit Institutions (ISSAIs) and to strengthen their institutional capacity to effectively implement their mandate.

One of the focus areas of AFROSAI-E is the strengthening of gender equality in the region. AFROSAI-E defines gender equality as “equal rights, responsibilities and opportunities for women and men. Equality does not mean that women and men will become the same but that women’s and men’s rights, responsibilities and opportunities will not depend on whether they are born male or female. Gender equality implies that the interests, needs and priorities of both women and men are taken into consideration, recognizing the diversity of different groups of women and men” (AFROSAI-E 2021 Gender Equality Assessment, p. 1).

The objective of the assignment is the development of two videos for AFROSAI-E using footage from selected members, interviews with AFROSAI-E secretariat staff in South Africa and newly developed animations and other supporting visuals.

The first deliverable is a short video documentary of the progress, challenges and lessons learnt of two Supreme Audit Institutions (SAIs) in the AFROSAI-E region, specifically Rwanda and Eritrea. Footage will be collected through visits to each country. The

documentary shall be 10 minutes long and is to be complemented with a one-minute long teaser.

The second deliverable is a promotional video of AFROSAI-E's work in the area of gender equality making use of the in-country footage, additional interview with staff from the AFROSAI-E secretariat based in Pretoria, South Africa and additional animations and supporting visuals.

2. Tasks to be performed by the contractor

#1 Work Stream: Video Documentary

The video documentary focuses on the members of AFROSAI-E, specifically Rwanda and Eritrea. Under the broader umbrella of gender equality, the documentary aims to deliberate on the issues of political will, leadership commitment and institutional culture.

1. Introduction
 - a. Familiarization with AFROSAI-E's portfolio in the area of gender equality (e.g. review of recent guidelines, surveys, the GIZ GFG gender strategy etc.)
 - b. Onboarding interviews with the AFROSAI-E technical manager responsible for HR and the leadership of the executive secretariat
2. Development of a documentary concept including interview questions in close liaison with the AFROSAI-E technical manager for HR (incl. a one-page briefing paper to be shared with interviewees from the SAls of Rwanda and Eritrea).
 - a. The service provider shall liaise closely with the contracted research team which is charged with carrying out institutional gender equality assessments in the AFROSAI-E region. Their preliminary research findings shall furthermore inform the documentary concept.
3. Country visits (2 days per country)
 - a. Rwanda:
 - i. interviews with the Auditor General, selected senior management representatives, HR officials and other relevant personnel
 - ii. Shooting additional footage from the institution and its surroundings
 - b. Eritrea:
 - i. interviews with the Auditor General, selected senior management representatives, HR officials and other relevant personnel
 - ii. Shooting additional footage from the institution and its surroundings
4. Development of a storyboard including sketches for animations and other visual aids supporting the video documentary (for review of AFROSAI-E and GIZ) and a script for a voiceover
5. Development (editing, voiceover, animations etc.) of a 10-minute documentary including a 1-minute teaser

#2 Work Stream: Promotional Video

1. Development of a concept for a promotional video marketing the work of AFROSAI-E in the area of gender equality including interview questions for staff from the executive secretariat (e.g. the CEO, EO and technical manager for HR).
 - a. The concept shall make reference to the newly developed AFROSAI-E gender equality strengthening strategy which is being developed concurrently based

on the results of the aforementioned institutional gender equality assessments.

2. Conducting interviews with selected staff from the executive secretariat
3. Development of a storyboard including sketches for animations and other visual aids supporting the promotional video (for review of AFROSAI-E and GIZ) and a script for a voiceover
4. Development (editing, voiceover, animations etc.) of a 5-minute video including a 30-45 seconds teaser

The videos shall be developed in line with the AFROSAI-E visual identity. Both videos shall be provided with captions in Portuguese and French.

In summary, the following deliverables are expected from the service provider:

1. 10-minute documentary including 1-minute teaser
 - a. Concept note
 - b. Storyboard
 - c. Script
 - d. Animations and other visual aids
2. 5-minute promotional video including a 30-45 second teaser
 - a. Concept note
 - b. Storyboard
 - c. Script
 - d. Animations and other visual aids

The videos are to be submitted as VLC files (mp4).

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline
Submission of the concept and interview questions for the video documentary	2 weeks after contract signing
Country visits to Rwanda and Eritrea	4 weeks after contract signing
Interviews with AFROSAI-E secretariat staff	5 weeks after contract signing
Development of the storyboards for the video documentary	5 weeks after contract signing
First draft of the video documentary and teaser (incl. animations) submitted to AFROSAI-E and GIZ	7 weeks after contract signing
Final draft of the video documentary and teaser submitted	7 weeks after contract signing
Development of the concept for the promotional video	10 weeks after contract signing
Additional interviews with AFROSAI-E secretariat staff	12 weeks after contract signing
Development of a storyboard for the promotional video	13 weeks after contract signing
First draft of the promotional video and teaser submitted to AFROSAI-E and GIZ	15 weeks after contract signing

Final draft of the video and teaser submitted

16 weeks after contract signing

Period of assignment: From 12.09.2022 until 31.12.2022.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

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

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

Other specific requirements

Other specific requirements are the contractor's ability to contextualize the topics of the video documentary and discuss these in non-technical terms.

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Overall responsibility for all work packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- 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
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification (first degree) in communication, film, media sciences or a related field
Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 5 years of professional experience in videography, animations, directing or a related field
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Sub-Saharan Africa

Short-term expert pool with minimum 1, maximum 4 members

Tasks of the short-term expert pool

- Supporting the implementation of the assignment as per the team leader's direction and guidance

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1-4 experts with university qualification (first degree) in communication, film, media sciences or a related field
- Language (2.6.2): 1-4 experts with very good language skills in English
- General professional experience (2.6.3): 1-4 experts with at least 3 years of experience in videography, animations, directing or a related field
- Regional experience (2.6.5): 1-4 experts with at least 3 years of experience in Sub-Saharan Africa

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

5. Costing requirements

Assignment of personnel

The assignment is expected to take a total of up to 40 expert days spanning across a period of up to four (4) calendar months from the date of signing of the contract.

The bidder is requested to specify how the total number of expert days for the assignment will be distributed among the members and the days should not exceed the numbers indicated below:

- Team-leader: up to 20 expert days
- Short-term expert pool: up to 20 expert days

The specification of distribution of expert days should also indicate at what location (South Africa, Rwanda and Eritrea) the expert days will be used. Up to 18 expert days can be used for in-country work in Rwanda and Eritrea.

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Other costs

- Visa costs
- Covid-19 PCR tests

Flexible remuneration item

Where a flexible remuneration item is contractually agreed, the contract shall be permitted to exceed the contractually agreed quantities up to the amount of the flexible remuneration item, taking into account the contractually agreed individual rates and bases for invoicing. For all items agreed in the contract, a budget of max. 10% is defined as a flexible remuneration item in the price sheet.

Use of the flexible remuneration item must be approved in writing by GIZ before the costs in question are incurred.

6. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 3 pages (excluding CVs).

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 2 pages. The CVs 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.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **29.08.2022**, all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in ZAR.

- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal we will conclude that you have read and accepted these terms and conditions.
- Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
 - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
 - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.
- In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.
- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
 - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
- **Questions & Answers will be placed on the link provided.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**