giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

	Project number/
Design and implementation of hybrid bootcamp on Artificial Intelligence (AI) and Data Science, specifically tailored for women by women in South Africa	**cost centre:** 18.2251.9-078

Contents

0.   List of abbreviations

AI	Artificial Intelligence
GTCC	General Terms and Conditions of Contract (GTCC) for supplying services and work 2022
BIPOC	Black, Indigenous, and People of Colour
BIWOC	Black, Indigenous, and Women of Colour
BMZ	German Federal Ministry for Economic Cooperation and Development
CV	Curriculum Vitae
DE	Data Economy
FF	FAIR Forward
GDPR	General Data Protection Regulation 2016/679
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
ICT	Information and Communications Technology
LGBTQIA+	Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual
NLP	Natural Language Processing
OER	Open Educational Resources
SDG	Sustainable Development Goals
STEM	Science, Technology, Engineering and Mathematics
ToRs	Terms of reference

1.   Context

This activity will be co-funded by the BMZ flagship initiatives "FAIR Forward – Artificial Intelligence for All" and "Data Economy".

FAIR Forward – Artificial Intelligence for All

Artificial Intelligence (AI) I is a key technology driving the global digital revolution. It offers new opportunities to break down existing barriers to human and socio-economic development and social inclusion and helps to achieve the Sustainable Development Goals (SDG's).

Acting on behalf of the BMZ, GIZ implements the project "FAIR Forward – Artificial Intelligence for all". FAIR Forward strives for an open, inclusive and sustainable approach to AI on an international level. Over a four-year project phase from 09/2019 to 11/2025, the project's objective is to augment the prerequisites necessary for local AI development in country across its seven partner countries (South Africa, Rwanda, Uganda, Ghana, Kenya, India and Indonesia).

In particular, the project tackles the lack of openly available, unbiased and localized AI resources, like training datasets, AI models and other technologies, in developing and emerging countries. Together with missing technical skills and missing political frameworks, this lack represents the major barrier to creating SDG-relevant AI use cases locally. To address this barrier, FAIR Forward explicitly promotes the development of open-source AI resources for local development challenges, which can be freely used, shared and innovated on across projects, companies, organizations, and indeed across regions and the globe.

To achieve its objective to democratize AI, FAIR Forward operates in three main action areas whose combined outputs consolidate local AI innovation:

(1) *Availability of locally usable global public goods is improved by promoting access to training data and AI technologies for local innovation*

(2) *Strengthened competencies of local actors to develop ethically responsible artificial intelligence locally are strengthened*

(3) *Exchange on policy framework conditions for developing and deploying responsible AI between AI stakeholders is strengthened in and/or between partner countries*

As part of its capacity development activities, FAIR Forward intends to address the gender-imbalance of Artificial Intelligence professionals with a specific focus on the Global South. In this male-dominated field, currently less than a quarter of AI professionals globally are women. This often leads to biased AI-based services because the experiences of women and other vulnerable groups are not properly included during the development stages of these technologies.

Moreover, as Artificial Intelligence is going to be more and more pervasive in the near future (e.g., job applications, security checks), the biased development of AI-based services will exacerbate.

Data Economy

The Data Economy project is an initiative commissioned by the BMZ to promote the development of a data-driven economy in partner countries. The project's overall objective is to advance the implementation of data regulations to improve the conditions for a value generating data economy together with the local digital ecosystem in Africa.

The Data Economy project focuses on three main pillars:

1. Foster data-driven solutions with local partners, through identifying and testing scalable data-based use cases and developing standards for green and secure data infrastructures that simultaneously enable the exchange of data in different formats;

2. Strengthen data capacities of local public and private stakeholders, in particular knowledge of data privacy, trust mechanisms for data sharing, data value chains, and data sovereignty;

3. Develop and support the implementation of data regulatory frameworks in Africa, by supporting decision-makers in designing data legislation that fosters value creation, while protecting citizens' rights.

By promoting a human-centered data-driven economy for social, environmental and economic development, the Data Economy project intends to address specifically the needs of women, youth, and marginalized populations.

Through this action, Data Economy intends on one hand, to strengthen data awareness as well as to increase data competencies for women of the local ecosystem, thus contributing to filling the gender gap in the fields of data and AI and increasing the number of female data experts. On the other hand, this action will support young individuals in developing and testing concepts for data-based solutions to tackle local challenges, therefore creating employment opportunities and economic value for local communities.

Activity description

To address these issues, FAIR Forward in partnership with Data Economy will create an **AI and Data Science course for women, created by women that will take the form of a hybrid bootcamp.** The bootcamp is expected to provide women with AI and Data Science skills through gender-responsive[1] content, which focuses on creating awareness on the possible gender and diversity biases and how to address them with an intersectional lens.

Specifically, FAIR Forward and Data Economy aim to increase the number of South African women capacitated in the field of Data Science and AI and the development and use of AI for ethically responsible development. Moreover, it is expected to contribute to the better local use of public goods in the AI sector in the medium and long term.

The course will be **designed for women with no prior experience in data science, AI and/or coding.** It will target women of various socioeconomic backgrounds, geographies, identities (LGBTQIA+), races and educational backgrounds, between the ages of 18- 35. More

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[1] A course whose content "includes specific action to try and reduce gender inequalities within communities" (UNFPA, 2021)

specifically it will target women who reside in South Africa and that are unemployed and looking to develop skills in the AI and data science fields.

Content and format

The bootcamp content will introduce the importance of diversity in the AI and Data science fields and the implications of the lack thereof. To address the lack of diversity, it will provide women with the knowledge of the following skills/modules: coding basics in Python, data (statistical) analysis, data visualization, machine learning fundamentals, as well as general data awareness, including bias training and data protection, and AI ethics.

In addition to this, it will help women translate these concepts to problem solving by applying the Data Science and AI-related techniques to real-world scenarios and use cases (e.g., by the use of Machine Learning). Upon graduating from the Bootcamp, participants should have the basic skills to start a career in AI and/or data science, or to deepen the learned skills in a specialization.

To strengthen the practical orientation of the bootcamp, one of the criteria to shape the curriculum will be the needs expressed by strategic partners in the field. It is expected that through an early involvement of private, public and academic actors, more opportunities for internships are open to participants. For this, the service provider will be supported by an external partner that will be in charge of connecting the forementioned partners with the Bootcamp.

The course will be launched as a hybrid bootcamp with live sessions run by experts from different organizations across different domains. Practical sessions will be designed in a way that promotes teamwork and networking between participants. Apart from being specifically tailored by women for women, the content will emphasize relatable examples from Global South. Finally, participants will be able to select a topic of their choice for their final group project to apply the acquired knowledge and prepare the next steps of their career.

To reduce participant´s dropouts that can result from an unfriendly environment towards women´s responsibilities, this bootcamp will incorporate specific strategies to retain women in coding bootcamps. Therefore, considering women´s schedules and economic situations, session times will be adapted to the preferences of participants, which will be identified via a survey. To facilitate access to sessions, they will take place in a hybrid fashion, especially those that take place on weekdays. Moreover, the bootcamp venue will be centrally located in a safe area that can be accessed by public transport, and it will offer childcare areas.

Finally, to ensure the free and open availability of the course content, it shall be made accessible via at least one e-learning platform (preferred option: the e-learning platform atingi (www.atingi.org) as well as NEMISA, so that the bootcamp content can be completed in a self-paced and independent manner by more interested beneficiaries.

Pilot bootcamp

The pilot program would be **implemented in South Africa** and includes a **minimum of 60 participants. They** will be selected in an application process to participate in the programme. **This bootcamp will be carried out in 16 weeks, 32 hours per week for a total of 512 hours.**

Ideally, the pilot will be run in cooperation with institutions interested to take up the content in their regular course offers if it proves successful.

2. Tasks to be performed by the contractor

The successful bidder (service provider) must deliver the following services, in the timeframe stated and within the budget allocated.

The service provider is responsible for the end-to-end **design, creation, planning, organization and implementation of the bootcamp pilot and the associated logistics required in delivering the program successfully, as well as knowledge capturing and transfer**, as defined in these TOR's and all annexes hereto.

As indicated below in gender-related tasks; the service provider is required to:

- include gender-responsive and transformative approaches[2] in the implementation of the services provided under this contract and report on the respective gender-sensitive and gender-transformative activities.

- In addition, the contractor shall adopt an inclusive approach throughout all project phases. The activities performed shall take into consideration the needs of women with disabilities, women performing care tasks at home, and women living in rural, less connected areas.

The service provider is required to stipulate examples or methods in which the above requests will be implemented in the setup and training content, and/or ways in which they have implemented this in the past.

This project is divided into seven work packages being:

Work package 1: Scoping

In a first step, the service provider is required to conduct **scoping activities** to gain further insights for the design and implementation of the bootcamp.

These scoping activities include, but are not limited to:

- o Benchmarking existing AI and Data Science courses for women that exist in online format as well as current bootcamps, to extract best practices. The contractor should prioritise courses that are developed in Global South countries, that are open source and that feature diverse and inclusive trainers / facilitators / lecturers.
- o Conduct desk research for a **brief ecosystem analysis, including stakeholders,** to identify the main AI and data skills gender gaps that need to be addressed and the skills required in the TECH field (Private and public sector) of South Africa. In addition, the analysis should focus on how to overcome the barriers that bar women participation and engagement in South Africa´s tech field.

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[2] Gender-transformative action addresses the causes of gender-based inequalities and working to transform harmful gender roles, norms and power relations, wherever possible.

- o Organise and conduct at least one end-user survey and one focus group with the target group. Both the focus groups and the user survey must encompass (i) Women with different professional backgrounds, at different levels (e.g. interns, juniors, seniors) and academic experience; (ii) Marginalised communities / previously disadvantaged persons, to the highest extent possible and (iii) LGBTQIA+ community.
  - These end user surveys should prioritise the collection of information around optimal study/training times and barriers to participation, for both the bootcamp and networking events. In addition, they should gather information about preferred locations for the physical component of the bootcamp and amenities that end-users could consider relevant for their on-site sessions (such as childcare spaces in the venue) or locations along a public transport route.
  - The end user survey should assess interest by the participants in specific sectors/topics in AI and data sciences. In addition, it should evaluate the expectations about bootcamp contents and in the follow-up of it (further education, research programme, employment, etc.).
- o Identification of three (4) target locations in two cities of South Africa (possible venue(s)) for pilot bootcamp together with FAIR Forward and Data Economy based on the results of the end-user survey and other selection criteria determined by FAIR Forward and Data Economy (e.g. geographical location of participants, trainers, childcare facilities, etc).

- • *Deliverables*:
  - 6-10 pages light-touch report summarizing the most important findings of the scoping mission
  - 3 possible locations (KZN, WC and GP)

Work package 2: Creation of the curriculum

Content of the training program

Based on the information gathered in the scoping work package, **create a curriculum spanning 16 weeks with on average 5 trainings per week** that satisfies the needs of the partner institutions that will provide participants with internship positions and provides the knowledge and skills required to start a career in ML or data economy in close coordination with FAIR Forward, Data Economy, women networks and other actors with whom we want to cooperate during the inception part, as well as key actors from private sector.

The training hours per week (32hrs) should adapt to the study duration for bootcamp sessions, that was identified as the most effective for South African women during the different scoping activities.

The bootcamp curriculum should include content on:

- • Hard data skills: Data Science skill: programming in Python, data (statistical) analysis, data visualization; AI skills: ML fundamentals.
- • Soft data skills that enable a career in the data economy (e.g. understanding of data value chains, data-driven business models, etc.); Data-related skills:

knowledge of data regulations: trust mechanisms for data exchange, data protection, data sovereignty, etc.

- Final project: a selection of 12 topics (some of which can be suggested by FAIR Forward, Data Economy and partners) for a final project, in collaboration with local companies or organisations that provide real, open-access data sets / use-cases to analyse, conceptualize and/or test. The project shall allow the participants to apply the acquired knowledge and build sectorial expertise (such as on energy, financial sector, climate change, agriculture, etc.)
- Input from invited trainers and sessions specifically led by them; a balanced gender ratio should be met
- Apart from being specifically tailored for women, the content will emphasize relatable examples from Global South countries and application of ML tools.
- Work readiness sessions such as teamwork, communication and presentation skills and working within deadlines and male dominated fields.
- Career development sessions, like panel discussions of experienced female peers and mentors sharing their experience of how they established their professional live in STEM/AI.
- **Women networking events** where to connect with local/regional tech-related women-led groups or local tech companies.

The teaching format must adapt to learners' needs, be suitable to the participants and include a blended mode of learning. The bootcamp should include (but shall not be limited to) a mixture of lectures, live sessions with partner practical workshops, live cases, demonstrations, case studies, teamwork, project creation and tests to ensure maximum adoption of content and understanding by learners. To facilitate access to sessions, they will take place in a hybrid fashion, especially those that take place on weekdays. Finally, all modules shall be **highly practice oriented**.

The Training Program Framework (TPF):
The TPF is the core planning instrument for the training and project development program and should include in detail the content, timing and logistics of the training implementation. The TPF should include at minimum:
- Details of the scoping activities and research
- Definition of:
  - the target group
  - the training objectives
  - Timeline of the bootcamp
  - Success criteria and indicators
- The strategy on how knowledge transfer of content would be most effectively achieved. Formats of the training (i.e. theoretical and practical / field work, online and offline sessions) considering the needs of potential program participants regarding the optimal time structure of the training.
- **The training content that will be taught, including design of training materials and exercises.** The whole TPF and particularly the training material must be designed and written with the goal and intention to hand it over as an Open Educational Resource (OER) with as little transactional costs for the party taking over the program as possible. This includes the storing of all materials in a re-doable way on the public GitHub repository.
  The training material should include:
  - Course objectives, outlines and syllabi
  - Presentations slides and scripts of the training content
  - Solutions to exercises including example code
  - Data sets and/or trained models

- o Multimedia material including videos, recordings of webinars and training sessions for the bootcamp
- All important decisions including the training content and structure reflected in the TPF need to be shortly explained and justified in order to ensure transparency and comprehensibility
- The curriculum can build on existing online courses and existing trainings where appropriate. In this case, the contractor, FAIR Forward and Data Economy can identify available content, which should be open educational resources to enable use by future trainers. For a set of online courses provided through FAIR Forward, see atingi Global search (atingi.org).

Indicative training planning and activities:

Period	Courses and Activities
Months 1-2	- Welcome and team-building event - Courses: - Coding basics - Data and statistical analysis - Data visualization - Data awareness modules - Networking event (end of the first period) Cross-cutting skills courses: - Communication and presentation skills - Introduction to entrepreneurship (understanding of data-driven business models) - User-centre product design
Month 3	- AI ethics and bias - Machine learning fundamentals Cross-cutting soft skills: - Communication and presentation skills - Introduction to entrepreneurship (understanding of data-driven business models)
Month 4	- Final projects in collaboration with local partners that can be used as showcases to potential future employers - Final networking event

The service provider is expected to perform the following tasks incorporating the aspects described above:

- Preparing and running a virtual workshop with FAIR Forward, Data Economy, partners and invited trainers to share the first Draft of the Training Program Framework.
- Creating the Training Program Framework (TPF) – first a high-level version, then revising and refining the draft also considering feedback from FAIR Forward, Data Economy, the partners and third parties

- Developing the training program framework considering offline and online sessions, including interactive and multimedia elements, then integrating feedback from FAIR Forward, Data Economy and third parties.
- Design learning platform: The service provider will utilise appropriate digital learning platforms for the training; and is required to design the bootcamp experience on these platforms in close coordination FAIR Forward, Data Economy, and (PARTNERS) This includes, inter alia:
  - Designing bootcamp materials based on the requirements of the platform
  - Designing the bootcamp in a user-friendly manner on the platform
  - Uploading all bootcamp materials and content to the platform to enable an optimal learner experience and which enables offline access
  - A preferred option is to use the openly accessible digital learning platform of German Development Cooperation atingi.org
  - Additionally, the course materials must be designed and delivered in a re-doable way on a publicly available GitHub Repository

Deliverables:
- Virtual workshop with FAIR Forward, Data Economy, partners and trainers to present the TPF
- Training Program Framework (TPF)

Work package 3: Marketing strategy and call for applications

A. Marketing & outreach strategy
- Design the participant profile and provide clear expectations for the participants including length of the instructional training and internship (and incentives and / or payment)
- Provide an action plan about how to specifically reach out to and encourage the participation of women with different professional backgrounds and academic experience, marginalised communities / previously disadvantaged persons, including but not limited to BIWOC, members of the LGBTQIA+ community and disabled women.
- Create and implement a gender responsive marketing strategy and call for applications directed to South African women. The service provider shall identify media platforms that especially target potential women participants. It is expected that the service provider on at least three different platforms, including social media.
- The service provider shall develop and conduct a call for applications, which shall be designed in accordance with the marketing campaign. It will include any pre-selection and/or minimum criteria required by the participant to apply and the format and platform to be used to ensure an eligible application.
  - Create and distribute digital flyers
  - Draft a blog post at the start or over the duration of the bootcamp, highlighting the impact of the training

- Create an evaluation scheme that features inclusive selection criteria to ensure that the programme does not unduly exclude under-represented groups.

B. Selection of participants

- The service provider selects in close coordination with FAIR Forward, Data Economy and potential partners 60 participants and creates a backup list of at least 15 people. The service provider must ensure that the applications are reviewed in line with the pre-selection criteria. Only suitable candidates are selected, duly informed and fully processed to participate in the training. Unsuccessful applicants should also be informed. FAIR Forward may review / vet all successful applicants, and preference will be given to persons from marginalised groups. Additionally, the focus should lie on candidates with a high probability to excel in the training and in a possible internship.
- The service provider must contact successful applicants to the program in writing and provide them with all required next steps for their journey in the bootcamp within 2 (two) days of the successful selection.
- A maximum of 3 (three) attempts must be made at contacting successful applicants (in writing and telephonically, combined) after which affording the applicant a period of 5 (five) days to respond, the next successful, eligible applicant must be contacted by the service provider.
- The service provider is required to collect and process all information from the applicants, to ensure veracity and completeness of applications of the participants for participation in the program – this includes any transport and logistics queries, noting and facilitating allowances for persons with disabilities, etc.
- Design and implement surveys for the participants. Adopt a template for this purpose which FAIR Forward and Data Economy will provide where necessary:
  - A pre-bootcamp survey with the selected participants to assess knowledge, motivation, expectations of the bootcamp, technical equipment needs and needs for childcare venues and kids range of age. Results shall be used to further define the format and content of the curriculum.

Deliverables

- Openly accessible and widely marketed call for applications
- Well-qualified and motivated ~60 participants attending the bootcamp

Work package 4: Bootcamp

A. Training

- Prepare and provide technical in-class and online training based on the TPF in cooperation with FAIR Forward and Data Economy. As stated, **the bootcamp will be carried out in 16 weeks, 32 hours per week for a total of 512 hours.** At least 40% of it is expected to be on-site.
- The service provider should coordinate coding activities for kids. The contractor is responsible for providing venue and catering during the training, both for participants and kids. The venue should include childcare areas.
- Provide technical equipment for participants to attend training sessions and work on the exercises if they do not have it.
- Provide, manage and moderate a platform/group chat or similar in which learners can engage each other as well as trainers, in real time, during the training period (including outside of the training hours and on weekends or holidays for the participants themselves) as well as during the support period, e.g. Slack
- The service provider must maintain open lines of communication and ensure that they are available for engagement on at least one written electronic channel and where

possible one telecommunications channel (i.e. mobile/ telephone), during ordinary business hours for participants and partners.

- At the beginning of the training, plan and implement interactive team-building exercises for participants to get to know each other, to share their expectations for the programme and to build trust among each other.
- Conduct regular evaluations (at least three) both on the learning progress and satisfaction of participants with the training and optimize accordingly (as well as report on the evaluation and optimization to FAIR Forward and Data Economy). The feedback shall be used to adapt the curriculum where necessary.

B. Communication with partners

- Engaging and responding to all queries, feedback and correspondence, including attendance of in-person and/or or online meetings, workshops and engagements in the bootcamp and scope of this project, including pre and post training scoping and evaluation.

C. Engagement with experts and third parties

- The service provider will procure the services of all required experts, facilitators and trainers required to train and/or transfer the knowledge to participants.
- The service provider will oversee, manage, and coordinate with all required experts to ensure the bootcamp runs smoothly. This includes troubleshooting problems with FAIR Forward and/or Data Economy to unforeseen events, that may affect the timelines, to ensure the objectives of the program, goals and timelines are adhered to. If applicable, this management of experts will include remuneration for professional services rendered, work allocation, experts' days and replacement of experts / trainers due to any force majeure.
- The relationship management with experts will include (but is not limited to) reaching out to experts during the pre-scoping mission, coordinating for bootcamp (curriculum) input, bootcamp roll out management (i.e. guest lecturing, etc.) as well as a disaster recovery management (finding suitable alternatives where an expert is or becomes unavailable).
- Additionally, the service provider must ensure sufficient division of labour between subject experts (pool of experts) who participate in the bootcamp and to which degree they should be involved in designing and facilitating the bootcamp.

D. Practical phase and career support

- Develop and coordinate projects and/or set of practical tasks for participants with the industry partners to ensure the quality of the practical phase for the participants including sufficient mentorship and coaching for participants.
- Provide career support service during the time of the Bootcamp. This shall include:
  - o 1 career development workshop for women in AI/data, including data-driven business models and entrepreneurship
  - o Support in CV writing, cover letter writing and creating professional social media profiles
  - o 1 interview skills training, including practice Q&A and interview comportment
- The service provider should design, implement and moderate women in AI and Tech networking events to introduce the participants to the existing community and create networks of support for sustainability of a career in this field. The intended partners could involve private sector, academia and one or more of the following local organizations (which prioritize women's ICT development and provide networks and platforms for professional and technical support):
  - o Women in AI (South Africa chapter)
  - o Women in Tech (South Africa chapter)
  - o Women in Big Data South Africa

- Follow-up survey with participants and industry partners on performance and experience during the practical phase for up to 8 weeks. Intervene in coordination with FAIR Forward and/or Data Economy if problems arise with the performance or experience of participants during this period.

Deliverables

- Running bootcamp including sessions, experts, logistics, exercises, learning goals, workshops etc. as defined in the TPF
- Access to Open Educational Resources

Work Package 5: On-the-job-training for experts (e.g. other bootcamps) to run training program in the future

- The contractor trains two to four trainers with a clear motivation and capability to implement the program in the future in South Africa or in another country in the global South (possibly part of the contractor's team). This may include:
  - Close cooperation during the development of the curriculum and implementation of the bootcamp.
- The service provider could suggest people to participate in this phase.

Deliverables:

- Two to four experts with the necessary know-how to take over the Open the door for women in AI program
- At least one third of the curriculum's sessions are delivered by these experts

Work package 6: Integrate the content of the AI and Data Science Bootcamp for women by women on atingi

A. Prepare the content of the Bootcamp to be available on atingi
- Record every input session during the training phase in an appropriate format so that it can be followed asynchronously online. Edit the recordings where necessary so that no interruptions from the training phase are included (e.g. questions from the audience). Recordings should be of professional quality so that it is easy to follow course content.
- After the in-person bootcamp, the contractor will be responsible to place the course on the e-learning platform of the GIZ project Atingi (www.atingi.org) so that the course can be completed in a self-paced and independent manner. For this purpose, videos and recordings must meet the respective technical standards (see www.atingi.org).
  - The videos are sent to GIZ in MP4 format (in HD (720p) and/or Full HD (1020p)). The source files and the project file of the video editing software are sent to GIZ to enable re-use. The videos are branded as FAIR Forward, Data Economy and German- South African Development Cooperation. Further branding must be agreed with GIZ.
  - Where feedback from the participants indicated that worksheets or solutions where not well explained, revise the training material so that it can be easily understood by online learners.
- Provide a general course description and visual outline for the online course. In the general description, inform the participants of the course (e.g. a summary of the course

and the covered content, intended target group, recommended prerequisites, approximate learning time).
- The following should be placed online for each module of the curriculum:
  - A short introduction to the content covered in the session and learning outcomes
  - Recordings of the respective sessions
  - Link to module slides, datasets, exercises and solutions
  - Overview on programming packages used for the module (e.g. Python packages)
  - Where available: Additional freely available online resources for participants to dive more deeply into specific topics of the curriculum
- The course is uploaded to atingi as a SCORM package and submitted to FAIR Forward and Data Economy. The contractor clarifies further requirements with the atingi team. The contact is established via FAIR Forward.
  - The e-learning course is hosted and promoted on the atingi platform first. As it is open educational content, the publishing, use and distribution on additional open and freely available e-learning platforms is encouraged.
  - Ensure that all the content (from work package 1 and 2) (including the digital content) are passed on to a local partner of the DTC such as NEMISA, DCDT (Dpt of Communications and Digital Technology).
  - Create an online certificate, in close coordination with the a14tingi team, that participants of the e-learning course will receive upon completion, showcasing the content covered in the course.

B. Promote the e-learning course and collect feedback

- Produce promotion material to incentivize learners to start the course on the atingi platform
  - This includes a visually appealing flyer adapted for email and digital media that advertises the content and purpose of the e-learning course, and invites the feedback from users
  - Promotional description for use on the atingi platform and other e-learning repositories
  - One promotional article for use on websites, mailing lists and other formats read by the target group and respective social media posts.
- Develop and disseminate the promotion material in close collaboration with FAIR Forward and Data Economy, by advertising it on social media, other suitable media and with FAIR Forward and Data Economy's partners to attract participants.

C. Knowledge Retention Strategy for Training Sustainability

- Compile a written knowledge retention strategy for approval by FAIR Forward and Data Economy that allows the adoption and implementation by other trainers and / or for uploading onto an OER platform, for online learning (e.g. on atingi.org).
  - The strategy shall include, at a minimum:
    - a methodology and training format for online / offline knowledge transfer
    - a replication-kit and trainer guidelines, material etc.
    - a repository of all "open educational resources" and other reading, research and publications used and recommended for this training
    - a network to sustain any teaching efforts, as appropriate.
    - preparation of handing over to FAIR Forward and Data Economy, in an appropriate format to ensure timeous and efficient integration and adaptation, where required post the training

o Provide a specific session on these materials to invited trainers

D. Promote the e-learning course and collect feedback

- Produce promotion material to incentivize learners to start the course on the atingi platform
  - o This includes a visually appealing flyer adapted for email and digital media that advertises the content and purpose of the e-learning course, and invites the feedback from users
  - o Promotional description for use on the atingi platform and other e-learning repositories
  - o One promotional article for use on websites, mailing lists and other formats read by the target group and respective social media posts.
- Develop and disseminate the promotion material in close collaboration with FAIR Forward and Data Economy, by advertising it on social media, other suitable media and with FAIR Forward and Data Economy's partners to attract participants.

E . First-level support during kick-off phase

- Until the end of the contract, moderate the comment section of the course incl. all videos. Actively respond to comments.
- Troubleshoot, fix bugs and improve the look and feel as well as the content of the e-learning course based on user comments and feedback by FAIR Forward and Data Economy during the duration of the contract. (These activities should not take more than 2 expert days)

F . Monitoring and evaluation of kick-off phase

- Monitor and evaluate use of and interaction with the learning material and submit a report at the end of the contract period. This includes reports on user data, e.g. total number of accesses, interaction with learning material, user feedback, suggested improvements by users.
- The contractor pulls and processes relevant information from the atingi e-learning platform (www.atingi.org)
- Based on the user feedback and evaluation, the contractor makes recommendations for future e-learning content and formats

Deliverables

- E-learning course based on the course content of the AI and Data Science Bootcamp for women by women, published on at least one e-learning platform (preferred option https://www.atingi.org/)
- Respective repository freely available online that can be accessed by participants of the e-learning course and contains access to the learning material of the AI and Data Science Bootcamp for women by women.
- Evaluation on the e-learning course (7-10 pages long), to be included in the final evaluation report (see work package 7)
- Replication toolkit

Work package 7: Monitoring, evaluation and follow-up after the programme

* This work package should take place throughout the development of the project

Monitoring

Please note that **all collected data needs to be gender-disaggregated and complying with GDPR**.

- Contribute to FAIR Forward and Data Economy's monitoring.
  - o For this activity, the following data needs to be collected:
    - ▪ Age, gender, academic and professional background and country of residence.
  - o For this, discuss with FAIR Forward and Data Economy in the kick-off meeting:
    - ▪ **When** should data be collected?
    - ▪ **How** should data be collected?
- Provide FAIR Forward with the required data. For this:
  - o Provide a plan on how to collect the data intended.
  - o Design and implement surveys for the participants based on a template that FAIR Forward provides. Adjust the template where necessary and in cooperation with FAIR Forward:
    - • A pre-programme survey that assesses knowledge, motivation, expectation, reasons that would make them quit the course and interests for the bootcamp and practical phase of the participants. Results shall be used to further define the format and content of the curriculum.
    - • Elaborate a mid-training and final feedback activity to check satisfaction and progress of participants. Results shall be used to further define the format and content of the curriculum, as well as to assess the level of competences acquired by the participants for monitoring purposes.
- For evaluating activities like workshops: Adjust a template provided by FAIR Forward and Data Economy where required for these evaluations.
- Obtain consent from participants so that FAIR Forward/Data Economy can carry out a follow up after the end of the activity. A final survey on the overall impact of the programme on the participants career development, will be carry out after 6 months.
- In close coordination with FAIR Forward and Data Economy prepare a survey to conduct this follow-up evaluation.

Post program review
- The service provider must provide written evaluation of the bootcamp after completion based on the success criteria defined in the TPF.
- The service provider shall conduct one workshop with all participants after the practical phase to evaluate whether a) participants have applied the acquired knowledge in their internship and can prove this with a practical example (e.g. deploying ML techniques to a new or existing dataset) or b) participants have adopted the training into their own teaching and how many people have been reached / will be reached. This is the post-training participant evaluation.
- Participant responsiveness should be noted, including any difficulty experienced by participants in applying their knowledge, lack of support from their respective professional environments as well as lack of any mentor assistance (where mentors are provided).
- The service provider should create a survey at the end of the bootcamp and a post-programme survey to gather feedback from the trained trainers on their level of satisfaction and on the use of the different materials.
- Conduct a retrospective session with FAIR Forward and Data Economy teams to illustrate and explain the challenges the service provider experienced in executing this project. These challenges, barriers or concerns could include but would not be limited to:

- Decision making barriers from GIZ and /or partners, and/or to receiving or sharing of information with partners or between participants;
- Data protection, collection, storage, processing or transfer (from one party to another) and/or knowledge or lack thereof on any of this by a partner;
- Rules or processes that were not clearly defined, and/or processes which hindered project execution;
- Rules, policies or processes that should exist for open educational resources on data, AI systems but do not yet exist – which would make execution of this project easier, more efficient and enable better collaboration across partners;
- Partners that should have been involved (but were not) or whose involvement would make execution of this project more efficient and scalable;

- Upon identifying and compiling the above information, the service provider is required to:
  - [Where possible], discuss with FAIR Forward and Data Economy the recommendations on how these challenges could be solved.
  - Include the challenges faced and recommendations discussed in the final project report.
  - If / where required, participate in a short dialogue with key stakeholders, such as policy makers, to present them the identified challenges and potential solutions, which session would be moderated by FAIR Forward

- A final report of the Bootcamp of minimum 10 pages including all the information, data and content stipulated in these Terms of Reference as well as any further information, recommendations and suggestions that the service provider may deem relevant, within 2 weeks of the review workshop with FAIR Forward and Data Economy after the practical phase of the first cohort, reporting on:
  - the structure of the bootcamp
  - the evaluated effectiveness of the programme measured against the success criteria previously defined in the TPF.
  - lessons learnt from this activity as well as what elements would be changed or done differently in the future if the service were to be redone and/or the program were to continue for a second pilot
  - experienced structural challenges that impede training of local AI and data experts, including recommendations how they could be solved.
- Create **a platform** (e.g. based on LinkedIn, Slack, WhatsApp, etc.) for participants to network after they have graduated. The appropriate social media platform should be selected according to which would be most inclusive.
- Create a roster of potential fellowships and employment opportunities, job fairs with a focus on South Africa and suggestion on people/channels on LinkedIn to follow to share with participants during the final feedback activity.

Deliverables

- Surveys
- Platform
- Roster for opportunities
- Retrospective session
- Final evaluation report about the bootcamp for first cohort

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/place/person responsible
Kick-off meeting with FF and DE	1 week after the contract starts
Workshop with stakeholders to present the results of the scoping mission and first draft of Training Program Framework	1,25 months after the contract starts
Final Training Program Framework	2 months after contract starts
Marketing campaign and call for applications	2 months after contract starts
Participant selection	2.5 months after contract starts
Lauch of the bootcamp in South Africa	3 months after contract starts
Conclusion of the bootcamp	7 months after contract starts
Online e-learning course made available and promotion material disseminated	8.5 months after contract starts
Evaluation workshop and official end of the program	9.5 months after contract starts
Final evaluation report	10 months after contract starts
Program & e-learning course evaluation completed	10.5 months after contract starts
Follow-up meeting	11 months after contract starts

Period of assignment: From 20.11.2022 until 01.10.2023.

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 is required to describe its approach to include gender-sensitive and gender-transformative action in the implementation of these services. Finally, 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 1.1.1 of the assessment grid). Following this, the bidder presents and justifies the **strategy** with which it intends to provide the services for which it is responsible (see 1.1.2). This should include **high-level draft of curriculum, learning and facilitation methodology**.

During this description, the contractor should also briefly highlight how they make computers for the training available and how they intend to include the topic of ethical AI into the training.

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them (1.2.1 and 1.2.2).

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

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** per Chapter 2 (1.4.1 and 1.4.2).

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

Other specific requirements

"FAIR Forward – Artificial Intelligence for All" and "Data Economy" strive for fairness and inclusiveness. Therefore, the implementation partner is required to describe how the selection process will achieve this. Specifically, it must ensure that persons living with a disability are also not excluded. Therefore, the place of the training must also be disability friendly. Moreover, it should ensure childcare spaces in the venues where the training will take place.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project (1.6.1) .

- The service provider is responsible for selecting and steering the experts (national and international) assigned to perform the advisory tasks.
- The service provider in cooperation with FAIR Forward and Data Economy, is responsible for preparing the curriculum of the bootcamp, in addition to training the participants and coordinating the interactions between all programme actors.
- The service provider makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.

- The service provider manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

- The service provider reports regularly to GIZ in accordance with the GTCC of GIZ from 2022

In addition to the reports required by GIZ in accordance with GTCC, the contractor submits the following reports:

- Curriculum and training materials including the rights for further use where the material is not made available publicly under an OER/Creative Commons license
- Gender-responsive marketing strategy document
- Replication toolkit
- The service provider is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; 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 (1.6.2)
    Sharing the lessons learned by the service provider and leveraging the value of lessons learned on site

4.   Personnel concept

Please note that the below specified **qualifications represent the ideal requirements** to reach the maximum number of points.

Bidders who do not fulfil the requirements to the full extent can still and are highly encouraged to apply for the tender.

The bidder is required to provide personnel who are suited to providing the service filling the positions described, based on their CVs (see Chapter 2.), the range of tasks involved and the required qualifications. Moreover, due to the nature of this activity, full points will be given to bidders where 100% of the team identify as women or diverse.

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

Team leader

Tasks of the team leader
- Overall responsibility for the advisory packages of the contractor (quality and deadlines).
- Supporting the engagement of partners in industry and beyond for internships
- Coordinating and ensuring communication with GIZ, industry partners and other stakeholders 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
- Develop measurement tools to evaluate the effectiveness of training for both e-learning course and bootcamp and lead the overall team in the evaluation.

Qualifications of the team leader
- Education/training (2.1.1): University qualification in social sciences, statistics, computer science, data science or a related field.
- Language (2.1.2): Proficient business language skills in English
- General professional experience (2.1.3): 5 years of professional experience in the digital skills and/or technology sector
- Specific professional experience (2.1.4): 3 years of experience leading the design, planning, and delivery of ICT/digital skills bootcamps with a focus on women and other marginalised minorities.
    - Experience in leading the delivery of Artificial Intelligence and/or Data Science bootcamps with a gender approach.
    - Experience in working with women from different backgrounds.
    - Experience in leading ICT bootcamps with career development support component.
    - Proven industry network and experience managing stakeholders in Africa.
    - Experience in working with different stakeholders including universities and industry partners in the design and operation of ICT training
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as a project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Sub-Saharan Africa, of which 2 years in projects in South Africa.

- Development Cooperation experience (2.1.7): 4 years of experience are a plus
- Other (2.1.8): Demonstrated experience with agile and state-of-the art facilitation methodologies, didactic principles for improving learning results such as co-construction of learning and online collaboration tools

Expert 1: Curriculum development expert

Tasks of expert 1
- Lead and coordinate curriculum development efforts of the project team, including assisting with the scoping mission, focus group coordination and adaptation of feedback into course design, the curriculum and trainings materials developed.
- Coordinate with technical experts of GIZ, partners and invited trainers the curriculum development and course material composition, as well as follow up questions and queries that may arise throughout the project and training implementation.
- Ensure that a comprehensive situational analysis is conducted to inform the new curriculum is up to date and relevant for local audiences.
- Provide technical inputs and feedbacks to curricula guidelines, manuals, templates and other relevant documents to be developed and ensure the course material adhere to national training guidelines and qualification standards

Qualifications of the curriculum development expert
- Education/training (2.2.1): University qualification in computer science, machine learning, data science, information technology, computer engineering, statistics, mathematics, or a related field.
- Language (2.2.2): Proficient business language skills in English.
- General professional experience (2.2.3): 5 years of ICT/digital skills training.
- Specific professional experience (2.2.4):
  - 3 years of experience in designing and conducting methodologically diverse Artificial Intelligence or Data Science trainings.
  - 2 years of experience in designing Artificial Intelligence or Data Science trainings for women and other marginalised communities.
  - Demonstrated knowledge of the current AI and/or Data Science skills and skills required by industry
  - Knowledge and experience of digital training tools such as Moodle
  - Demonstrated facilitation skills
  - Strong written, presentation and interpersonal skills.
  - Experience in working with different stakeholders including universities and industry partners in the design and operation of ICT training
- Leadership/management experience (2.2.5): 3 years of management/leadership experience
- Regional experience (2.2.6): 3 years of experience in projects in Sub-Saharan Africa, of which 2 years in projects in South Africa.
- Development Cooperation (DC) experience (2.2.7): -
- Other (2.2.8): -

Expert 2: Artificial Intelligence and Data science lead trainer

Tasks of expert 2
- Design and lead classroom-based or online, technology-enabled learning interventions

- Collaborate with the curriculum development expert to develop and deliver a training with a gender-responsive and local approaches that help participants easily grasps the

AI and Data Science concepts, understand and master the core modules outlined in the curriculum.
- Work with guest and associated trainers to deliver the curriculum incorporating the constructivism and connectivism learning principles in the knowledge transfer process and translate complex concepts into relatable, understandable and contextual snippets of information.

- Monitor and moderate discussion forums for any online and offline engagement and encourage curiosity, dialogue and engagement from participants

- Maintain technical and updated knowledge of the modules (as a subject matter expert) in the curriculum, platform and applications for user level delivery

Qualifications of expert 2
- Education/training (2.3.1): University qualification in computer science, machine learning, data science, information technology, computer engineering, statistics, mathematics, or a related field.
- Language (2.3.2): Proficient business language skills in English.
- General professional experience (2.3.3): 7 years in the IT/tech sector
- Specific professional experience (2.3.4):
  - 3 years of professional/industry experience in artificial intelligence and machine learning, including programming in Python
  - Experience in providing training / lectures in the field of AI and Data Science is a strong advantage
  - Experience in working on projects specifically designed for women is a strong advantage
  - Demonstrated knowledge of the current AI and/or Data Science skills and skills required by industry
  - Demonstrated facilitation skills
  - Strong written, presentation and interpersonal skills.
- Leadership/management experience (2.3.5): 1 year of management/leadership experience
- Regional experience (2.3.6): 3 years of experience in projects in Sub-Saharan Africa, of which 2 years in projects in South Africa.
- Development Cooperation (DC) experience (2.3.7): -
- Other (2.3.8): -

Expert 3: E-Learning Production Expert

Tasks of the e-learning production expert
- Development of the e-learning course incl. assurance of the necessary requirements for implementation on the platform www.atingi.org or similar
- Integration of the e-learning course on www.atingi.org, including required communication with the atingi team, and one additional e-learning platform that may be designated by FAIR Forward and its partners (for example in collaboration with NEMISA or the --School of Government Platform)
- Providing first-level support during the duration of the contract
- Monitoring and evaluating the kick-off phase of the e-learning course

Qualifications of e-learning production expert
- Education/training (2.4.1): Bachelor's degree in digital learning, computer science education, communications, or related field.
- Language (2.4.2): Excellent business language skills in English

- General professional experience (2.4.3): 5 years of experience in a public, private or non-profit organisation
- Specific professional experience (2.4.4):
  - o 3 years of experience in the field of e-learning courseware design on technology-related content (information technology, computer science, data engineering or related field)
  - o 3 years of experience with the technical requirements for creating publishing and deployment of open e-learning courseware
  - o 2 years of experience with open education resources and the respective licenses (e.g. creative commons)
- Leadership/management experience (2.4.5): 1 year of management/leadership experience
- Regional experience (2.4.6): -
- Development Cooperation (DC) experience (2.4.7): -

Expert 4: Admin and communications expert

Tasks of expert 4

- Coordinate communication and correspondence, amongst participants, partners, GIZ and third parties, including administrative support to participants and GIZ, through effectively maintaining and coordinating calendars, scheduling appointments and meetings.
- Collaborate with the creation of the gender-responsive marketing campaign in close collaboration with GIZ to promote the training program.
- Assist with program application process for participants, including background research skills, information verification and project management skills in coordinating the program administrative and logistical requirements (e.g. procurement of training space, travel stipends)
- Provide tactical support to participants onsite and/or remotely and act as liaison between participants, partners, GIZ and third parties
- Organize, compile and submit support documentation on during and on completion of project, including interim and final reports, statistics and information as may be required
- Coordinate training logistics to schedule and plan for training sessions

Qualifications of expert 4
- Education/training (2.5.1): University qualification in business administration, communications, or other relevant field
- Language (2.5.2): Good business language skills in English (one additional South African language would be preferred)
- General professional experience (2.5.3): 5 years of professional experience
- Specific professional experience (2.5.4): 5 years of experience organizing events and / or trainings, including participant management, logistics, and communications
- Leadership/management experience (2.5.5): -
- Regional experience (2.5.6): -
- Other (2.5.8): 2 years of experience in managing virtual events and virtual learning formats

Soft skills of team members

- In addition to their specialist qualifications, the following qualifications are required of team members:

  Team skills
  Initiative and proactive
  Interdisciplinary thinking
  Sociocultural competence
  Communication and engagement skills (especially with persons from diverse backgrounds)
  Efficient, partner- and client-focused working methods

Short term expert pool of trainers of up to 4 trainers: Trainers and data/AI experts with a strong gender focus

Tasks of the short-term expert pool 1 (Trainers)

  Provide input to development of curriculum and knowledge transfer strategy
  Act as trainers on specific topics for the course

Qualifications of the short-term expert pool 1 (Trainers)

- Education/training (2.6.1): 3-7 experts with university qualification in computer science, artificial intelligence, data science or another relevant field.
- Language (2.6.2): 3-7 experts with very good language skills in business English
- General professional experience (2.6.3): 3-7 experts with at least 5 years of experience in the public or private sector
- Specific professional experience (2.6.4): 3-7 experts with at least 5 years of experience in the following fields (one expert can cover several fields).
    Intersectional feminism
    Feminist AI
    Data feminism
    AI Ethics
    Creation of online courses on Moodle
    Programming (Python)
    Data Science
    Data Analytics
    Data protection/awareness
    Statistical programming
    Machine Learning
    Programming Algorithms
    Natural Language Processing (NLP)
    Computer Vision
    Cloud Computing
    Digital Soft Skills
    Interactive design thinking
    Day care teacher (Digital skills)
    Entrepreneurship / start-up project management

- Regional experience (2.6.5): 3-7 experts with at least in Global South countries
- Development Cooperation (DC) experience (2.6.6): -

- Other (2.6.7): 3-7 expert with at least 3 years of experience as a professional trainer / lecturer
- The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel

Team leader:

Expert 1
Expert 2
Expert 3
Expert 4
Short-term expert pool

Total of 160 expert days for all experts combined.

The bidder is required to submit a personal assignment plan which stipulates the number of days that each expert will be allocated to the individual work packages.

Travel

The service provider 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.

- For all combined travel costs, as stipulated in the price sheet will be reimbursed against documentary evidence (according to GIZ travel cost regulations). The travel budget includes flights, domestic travel expenses, overnight accommodation, airport transfer / car hire etc. for all experts/ trainers / team leader and other personnel. A reasonable combination of necessary economy, and special fares flights will be booked (GIZ General Terms and Conditions (GTCC) 2022).

- In case where travel and other restrictions related to the COVID-19 pandemic do not allow physical workshops or events when such is planned, the event shall be organized as a virtual event. If this or other reasons lead to an being conducted virtually then travel costs cannot be claimed. Accordingly, written approval is required from GIZ before any bookings are made by the service provider. All travel vouchers and tickets purchased by the service provider must be refundable.

Workshops, training

The contractor implements the following training courses:

AI & Data Science Bootcamp for women running over 4 months (as a minimum) but not exceeding 5 months, including venue and catering
2 hybrid workshops with participants and relevant stakeholders
Provision of technical equipment for participants to participate in training and exercises

In the contract, the contractor has no claim to fully exhaust the days/workshops/ budgets. The number of days/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 costs

The service provider must include in their proposal any costs associated with or arising from the activities that they are required to fulfil, for the period of the contract, including:

- costs for **conducting research and focus groups**, including any gratuity / stipend / day costs (e.g. lunch) payable to the participants for their time

- costs for **marketing campaigns (printing and advertisements), printing of course material and course certificates**.

Flexible renumeration

The service provider must include under this budget line in their proposal for the additional costs associated with or arising from, for the period of the contract, the following requirements:

- technical and admin support at training locations, external guest speakers, software and licence costs;

- securing a venue for onsite training, including any set-up costs, daily catering for participants and ad hoc conferencing requirements (e.g. white boards, screens, etc.);

- travel costs and accommodation to conduct onsite lectures, in line with the travel requirements set out in the TOR and GIZ travel policy;

- Where deemed appropriate, suitable expert to provide childcare for the duration of the onsite lectures, which expert should also be able to conduct coding and/or digital courses for kids up to the age of 12 years.

These costs are to be calculated to align with **a maximum budget of R500 000.00** and to be **reimbursed against evidence by invoices/vouchers/proof of performance, and only where prior discussions and written approvals are provided by GIZ before incurrence of such costs**.

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.

The complete bid shall not exceed 10 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 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must 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.

7.   Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de   no later than **3rd November 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.**
- **Budgets for workshop and Flexible Remuneration must be added to you costing.**
- 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.

- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.

- 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.

Scientific data

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.**

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

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für Internationale
Zusammenarbeit (GIZ) GmbH